



a world class African city



JOHANNESBURG ROADS AGENCY (SOC) LTD

(Company Registration No: 2000/028993/07)

TENDER DOCUMENTS – GOODS AND SERVICES

JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

LOCAL PRODUCTION AND CONTENT:	FOR NONE-DESIGNATED SECTORS	
NAME OF BIDDING ENTITY		
ADDRESS		
TELEPHONE NUMBER:		FAX:
EMAIL ADDRESS		
CLOSING DATE	30 May 2024 @ 10:00 am	



TABLE OF CONTENTS

CHAPTER 1 - TENDER DATA	1—1
TENDER DATA	1—2
CHAPTER 2 : MBD FORMS, RETURNABLE DOCUMENTS AND SCHEDULES	2-1
MBD 1: INVITATION TO BID	2-2
MBD 2: TAX CLEARANCE COMPLIANCE REQUIREMENTS	2-6
MBD 3.1: PRICING SCHEDULE – FIRM PRICES (PURCHASES)	2-7
MBD 3.2: PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)	2-9
MBD 4: DECLARATION OF INTEREST	2-12
MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)	2-15
MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022	2-21
MBD 7.1: CONTRACT FORM - PURCHASE OF GOODS/SERVICES	2-33
MBD 7.2: CONTRACT FORM - RENDERING OF SERVICES	2-36
MBD 7.3: CONTRACT FORM - TENDER FOR INCOME-GENERATING CONTRACTS	2-39
MBD 8: DECLARATION OF BIDDER’S PAST SCM PRACTICES	2-42
MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION	2-44
FORM A: CERTIFICATE OF AUTHORITY OF SIGNATORY	2-48
FORM B: VENDOR NUMBER REGISTRATION WITH CENTRAL SUPPLIER DATABASE (CSD)	2-49
FORM C: CURRENT MUNICIPAL CHARGES	2-50
FORM D: COMPANY FINANCIAL REFERENCE AND RATINGS	2-54
FORM E: CLAUSE ON INVALID AND IRREGULAR BID APPLICATIONS AND BREACHES OF BID AGREEMENTS	2-55
FORM F: ALTERATIONS OF BID DOCUMENT	2-56
FORM G: RECORD OF ADDENDA TO BID DOCUMENTS	2-57
CHAPTER 3 : GENERAL CONDITIONS OF A CONTRACT (GCC) 2010	3—1
GENERAL CONDITIONS OF CONTRACT	3—2
CHAPTER 4 : PROJECT DESCRIPTION SPECIAL CONDITIONS OF A CONTRACT	12
1. ABBREVIATIONS	Error! Bookmark not defined.
2. BACKGROUND	Error! Bookmark not defined.



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

3. SCOPE.....	Error! Bookmark not defined.
4. ACCEPTANCE OF THE BID	Error! Bookmark not defined.
5. LEAD TIME AND QUANTITIES.....	Error! Bookmark not defined.
6. SUPPLIER PERFORMANCE MANAGEMENT	Error! Bookmark not defined.
7. ORDERS.....	Error! Bookmark not defined.
8. DELIVERY	Error! Bookmark not defined.
9. AMOUNT AND ACCURACY OF QUANTITIES OF ASPHALT ...	Error! Bookmark not defined.
10. GUARANTEE	Error! Bookmark not defined.
11. SAFETY.....	Error! Bookmark not defined.
12. INSURANCE.....	Error! Bookmark not defined.
13. PENALTIES AND DEFAULTS	Error! Bookmark not defined.
14. REJECTION OF ASPHALT SUPPLIED/DELIVERED/COLLECTED	Error! Bookmark not defined.
15. SAMPLES.....	Error! Bookmark not defined.
16. PLANT & EQUIPMENT	Error! Bookmark not defined.
17. OFFLOADING	Error! Bookmark not defined.
18. SOURCE OF SUPPLY	Error! Bookmark not defined.
CHAPTER 5 : EVALUATION PROCESS AND PRICING SCHEDULE	45
1. PHASE 1: PRE-COMPLIANCE	46
2. PHASE 2: FUNCTIONAL EVALUATION	47
3. PRICE AND PREFERENTIAL POINTS EVALUATION.....	57
4. PRICING SCHEDULE	57

CHAPTER 1 - TENDER DATA

JRA/23/23

FOR

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)





TENDER DATA

Clause number	Tender Data
1.1.1	The employer is the Johannesburg Roads Agency
1.1.2	The Employer will not compensate the tenderer for any costs incurred in attending interviews or making any submissions in the office of the Employer
1.1.3	While JRA will make reasonable efforts to communicate any changes to this procurement, Amendments and Clarifications to this procurement will be communicated to bidders. Any queries must be submitted to tenderenquiries@jra.org.za .
1.1.4	One-envelope procedure will be followed. This is a ONE Envelope submission system. The Bidder shall submit a signed and complete BID comprising the Returnable documents and forms in accordance with the requirements of submission (Documents Comprising BID). No electronic submission is permitted. An authorized representative of the Bidder shall sign the original submission letters in the required format. The authorization shall be in the form of a written Power of Attorney (Board Resolution). A Bid submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written Power of Attorney signed by each member's authorized representative. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid. The signed Bid shall be marked “Original”, and its copies marked “Copy” as appropriate. The number of copies shall be One (1) Original and One (1) Copy or memory stick. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail. The original and all the copies of the BID / memory stick shall be placed inside of a sealed single envelope clearly marked “Name of the Tender”, reference number, name and address of the



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

Clause number	Tender Data
	Bidder, and with a warning "Do Not Open until 30 May 2024, 11am." If the envelopes and packages with the BID are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Bid.
1.1.5	Parts of each tender offer communicated on paper shall be submitted as an original, plus one copy.
1.1.6	Bidders are requested to deliver the submission in one envelope. The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are: Physical address: 75 Helen Joseph (Previously President Street), Johannesburg Location of tender box: - Ground Floor of the Johannesburg Roads Agency - Identification details: TENDER BOX Title to appear on envelope: JRA/23/23 - PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS) This envelope must contain the Bid Documentation and returnable documents. For identification purposes, bidders are requested to ensure that the envelopes containing the company's bids are clearly marked, and are easily identifiable by the company's logo or name. BIDDERS ARE REQUESTED TO DO COMBO (SPIRAL/ GLUED) BINDING IN THE BID DOCUMENTS Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
1.1.7	The closing time for submission of tender offers is 11h00 on 30 May 2024 The Johannesburg Roads Agency is not obliged to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

Clause number	Tender Data
1.1.8	The tender offer validity period is 120 days.
1.1.9	Prohibitions on awards to persons in service of the state The Employer is prohibited to award a tender to a person - a) who is in the service of the state; or b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or c) A person who is an advisor or consultant contracted with the municipality or municipal entity. In the service of the state means to be – a) a member of: - i. any municipal council; ii. any provincial legislature; or iii. the National Assembly or the National Council of Provinces; b) a member of the board of directors of any municipal entity; c) an official of any municipality or municipal entity; d) an employee of any national or provincial department; e) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); f) a member of the accounting authority of any national or provincial public entity; or g) An employee of Parliament or a provincial legislature.
1.1.10	Arithmetical errors, omissions and discrepancies Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers. a) the gross misplacement of the decimal point in any unit rate; b) omissions made in completing the pricing schedule or bills of quantities; or c) arithmetic errors in: i. line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or ii. the summation of the prices. The arithmetical errors shall be corrected in the following manner: a) Where there is a discrepancy between the amounts in words and amounts in Figures, the amount in words shall govern. b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

Clause number	Tender Data
	obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected. c) Where there is an error in the total of the prices either as a result of other d) Corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices. The Tender Offer will be rejected if the tenderer does not correct or accept the Correction of the arithmetical error in the manner described above.

CHAPTER 2 : MBD FORMS, RETURNABLE DOCUMENTS AND SCHEDULES

JRA/23/23

FOR

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE
JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)**





JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

MBD 1: INVITATION TO BID

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	JRA/23/23	CLOSING DATE:	30 May 2024	CLOSING TIME:	11:00
DESCRIP TION	JRA/23/23				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE
 DEPOSITED IN THE BID BOX SITUATED AT
 (STREET ADDRESS

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE		R
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT			CONTACT PERSON		
CONTACT PERSON			TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS	tenderenquiries@jra.org.za	
E-MAIL ADDRESS	tenderenquiries@jra.org.za				



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

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 ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS 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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐
YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐
YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?
☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?
☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?
☐ YES ☐ NO



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

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 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:.....



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

MBD 2: TAX CLEARANCE COMPLIANCE REQUIREMENTS

CONDITIONS PERTAINING TO TAX

TAX COMPLIANCE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

Any person who requires his or her tax compliance status to be disclosed to a Government institution or department, for purposes of submitting a bid or to confirm its good standing after the phasing out of paper based TCCs must request a unique security personal identification number (PIN) from SARS.

Very important to note is that the disclosure of a bidder's tax compliance status is an express condition for all acceptable Government bids. Failure to make the relevant disclosures will invalidate your bid and your response will be null and void.

The Government institution or department must use the PIN referred to above to verify a person's tax compliance status with SARS.

Bidders to complete the table below and provide a unique security personal identification number (PIN) from SARS which will enable the JRA to access online real-time verification of a person's tax compliance status with the electronic Tax Compliance Status (TCS) system.

FULL NAME OF BIDDER:	ELECTRONIC TAX COMPLIANCE STATUS SYSTEM PIN NO:



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

MBD 3.1: PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES SUBJECT TO RATES OF EXCHANGE VARIATION WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS OR QUANTITIES REQUIRE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....

Closing Time Date

OFFER TO BE VALID FOR..... CLOSING DATE OF BID.

ITEM NO. INCLUDED)	QUANTITY	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES
--------------------	----------	--

- R

-

-

- and Model

- Country of Origin



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)"

- Does the offer comply with the specification(s)?
- If not to specification, indicate deviation(s)
- Period required for delivery
/Not firm
- Delivery basis

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

** "all applicable taxes" includes value-added tax, company tax, you earn, income tax, unemployment insurance fund contribution, and development levies.

*Delete if not applicable

Not Applicable



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

MBD 3.2: PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

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

Name of Bidder..... Bid number.....

Closing Time Closing Date Enter Closing Date

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

- Required by:

- At:

- Brand and model

- Country of origin

- Does the offer comply with the specification(s)?
 *YES/NO

- If not to specification, indicate deviation(s)

Period required for delivery

- Delivery: *Firm/Not firm

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



MBD 3.2: PRICE ADJUSTMENTS

A NON-FIRM PRICES SUBJECT TO ESCALATION (DATE OF THE TENDER CLOSURE)

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES
2. IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left(D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa	=	The new escalated price to be calculated.
(1-V) Pt	=	85% of the original bid price. Note that Pt must always be the original bid price and not an escalated price.
D1, D2..	=	Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.
R1t, R2t.....	=	Index figure obtained from new index (depends on the number of factors used).
R1o, R2o	=	Index figure at time of bidding.
VPt	=	15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated..... Index..... Dated..... Index..... Dated.....

Index..... Dated..... Index..... Dated..... Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	P PERCENTAGE OF BID PRICE



MBD 4: DECLARATION OF INTEREST

(Note that in this document, the words bid and tender, bidder and tenderer, bidder's and tenderer's should be used interchangeably)

1. No bid will be accepted from persons in the service of the state*

Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state*, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state*, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where,

- the bidder is employed by the state*, and/or
- the legal person on whose behalf the bidding documents is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved and or adjudication of the bid.

*MSCM Regulations: "in the service of the state" means to be –

- a) a member of –
 - i) any municipal council;
 - ii) any provincial legislature; or
 - iii) the national Assembly or the national Council of provinces;
- b) a member of the board of directors of any municipal entity;
- c) an official of any municipality or municipal entity;
- d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- e) a member of the accounting authority of any national or provincial public entity; or an employee of Parliament or a provincial legislature.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

3.1	Full name of bidder or his or her representative													
3.2	Identity number													
3.3	Position occupied in the company (director, shareholder ² etc.)													
3.4	Company registration number													
3.5	Tax reference number													
3.6	VAT registration number													
3.7	Are you presently in the service of the state?	YES		NO										
3.7.1	If so, furnish particulars:													
3.8.	Have you been in the service of the state for the past twelve months?	YES		NO										
3.8.1	If so, furnish particulars:													
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES		NO										
3.9.1	If so, furnish particulars:													
3.10	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO										
3.10.1	If so, furnish particulars:													
3.11	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO										
3.11.1	If so, furnish particulars:													
3.12	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO										
3.12.1	If so, furnish particulars:													



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

3.13	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? (Attach the list if the space provided is insufficient)	YES		NO	
3.13.1	If so, furnish particulars:				
3.14	Please provide the following information on ALL directors / shareholders / trustees /members below: (Attach the list if the space provided is insufficient)				
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ employee number (Only to be completed if in the service of the State)		

NB:

- BIDDER MUST ADD ADDITIONAL COPIES OR TABLE IF THEY HAVE MORE DIRECTORS
- PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)
- PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

MBD 5: DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1. Are you by law required to prepare annual financial statements for auditing?

Delete if not applicable

*YES / NO

- 1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....

.....

2. Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

Delete if not applicable

*YES / NO

- 2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

Delete if not applicable

*YES / NO

- 2.2 If yes, provide particulars.

.....

.....

.....

3. Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

Delete if not applicable

*YES / NO

3.1 If yes, furnish particulars

.....
.....

*YES / NO

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

*YES / NO

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

DECLARATION OF PUBLIC INTEREST SCORE (PIS) SCORE

Further to MBD 5 Question 1; where it was declared that your company is not required by law to prepare annual financial statements for auditing, please declare your company's PIS score below:

PIS SCORE FOR EACH SET OF FINANCIALS		
PIS SCORE:(2022/23)		
PIS SCORE:(2021/22)		
PIS SCORE:(2019/20)		
Indicate which Financial Statement classification apply to your company	PIS Score	Tick relevant box below with an "X"
- Financial Statement provided <u>must be audited</u> (Where the bidder did not provide a PIS score, or if the PIS score provided is 350 and above; audited financial statements must be provided)	Above 350	
- Financial Statement provided <u>must have an independent review</u> (Where the bidder's PIS score is between 100 and 350; financial statements independently reviewed by a registered auditor or a chartered accountant must be provided)	Between 100 and 350	
- Financial Statement provided <u>do not require to be audited neither independent reviewed</u> (Where the bidder's PIS score is below 100, financial statements must be provided but don't have to be audited or independently reviewed)	Below 100	

IMPORTANT NOTE:

BIDDERS WHO DO NOT PROVIDE AUDITED FINANCIAL STATEMENTS MUST PROVIDE A PIS SCORE TO CONFIRM IF THE BIDDER SHOULD PROVIDE INDEPENDENTLY REVIEWED FINANCIAL STATEMENTS OR NOT. NON-COMPLIANCE TO THE AFOREMENTIONED WILL RESULT IN THE BID BEING REGARDED AS NON-RESPONSIVE AND DISQUALIFIED FROM FURTHER EVALUATION.

CERTIFICATION

I, THE UNDERSIGNED (NAME)CERTIFY THAT THE PIS SCORE ABOVE IS CORRECT.

JRA MAY REQUEST FOR SUPPORTING DOCUMENTS TO CONFIRM THE ABOVE SCORE.



THE FOLLOWING INFORMATION IS PROVIDED BY JRA FOR THE BIDDER'S INFORMATION ONLY AND THE INFORMATION MIGHT ASSIST THE BIDDERS RELATING TO THE Companies and Intellectual Property Commission REQUIREMENTS IN TERMS OF THE FINANCIAL STATEMENT REQUIREMENTS OF THE Companies Act (2008) AND THE Closed Corporations Act (1984).

Financial Statements and Independent Reviews

Private or personal liability companies that are required to be audited by the Companies Act, 2008 or regulation 28, must file a copy of the latest approved Audited Financial Statements on the date that they file their annual return with the CIPC.

The following private companies are required to have their annual financial statements audited:

- Any private or personal liability company if, in the ordinary course of its primary activities, it holds assets in a fiduciary capacity for persons who are not related to the company, and the aggregate value of such assets held at any time during the financial year exceeds R5 million;
- Any private or personal liability company that compiles its financial statements internally (for example, by its financial director or one of the owners) and that has a Public Interest Score (PIS) of 100 or more;
- Any private or personal liability company that has its financial statements compiled by an independent party (such as an external accountant) and that has a Public Interest Score (PIS) of 350 or more;

Unless the company has opted to have its annual financial statements audited or is required by its Memorandum of Incorporation (MOI) to do so, a private or personal liability company that is not managed by its owners may be subject to independent review if:

- It compiles its financial statements internally and its Public Interest Score is less than 100;
- It has its financial statements compiled independently at its Public Interest Score is between 100 and 349;

Private or personal liability companies that are not required to have their financial statements audited, may elect to voluntarily file their audited or reviewed statements with their annual returns. If such companies choose not to file a full set of financial statements, they must file a financial accountability supplement with their annual return.



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

How to calculate the Public Interest Score (PIS) of a company or close corporation:

- a number of points equal to the average number of employees of the company during the financial year;
- one point for every R1 million (or portion thereof) in third party liability of the company, at the financial year end;
- one point for every R1 million (or portion thereof) in turnover during the financial year; and
- one point for every individual who, at the end of the financial year, is known by the company-
 - in the case of a profit company, to directly or indirectly have a beneficial interest in any of the company's issued securities; or
 - in the case of a non-profit company, to be a member of the company, or a member of an association that is a member of the company.

Source Companies and Intellectual Property Commission website: <http://www.cipc.co.za>

Does your CC follow the CC Act or the Companies Act?

If you're not 100% compliant with legislation for accounting officer duties, you'll face penalties. When the Companies Act (2008) came into effect, the Closed Corporations Act (1984) didn't fall away. The Companies Act didn't replace it either! So where does that leave your business?

Well.... The answer is that you need to follow both!

And do you need an audit?

According to the Close Corporations Act, you don't need an audit. You can use general accounting principles. For companies, you have to follow IFRS and the Companies Act. But if your CC grows the Companies Act kicks in and a full audit and IFRS or IFRS for SMEs is required

Source: FSP Business Website: <http://fspbusiness.co.za/articles/accounting/do-you-know-when-and-why-you-need-to-create-financial-statements-7151.html>

Do you know when and why you need to create financial statements?

Here's what to do to calculate your PIS score:

The company gets 1 point for every:

- Shareholder/partner; and
- Staff member over the entire year.

Important:

You need to look at the average of all the staff members for the entire year. So, if you have a high staff turnover, don't worry about having a high PIS score!

- Every R1 million rand of turnover (or part thereof);

Or



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

- Every R1 million of outside debt.

I've compiled this handy flowchart you can use to see if you need to have a review or an audit – or maybe you need nothing at all:

Source: <http://practicalaccountancylooseleaf.co.za/content/aadppc2013b-does-your-cc-follow-cc-act-or-companies-act>

The following links might assist the bidder to calculate the Public Interest Score (PIS)

<http://statucor.co.za/public-interest-score>

<https://www.casewareafrika.co.za/interesting-reads/articles/calculate-your-business-s-public-interest-score/>

<http://www.ithembaonline.co.za/wp-content/uploads/2016/10/Public-Interest-Score-Calculator.xlsx>

https://www.exceedinc.co.za/assets/dynamic/70/files/79/6/6_public-interest-score-1--nuutste-weergawe.xlsx

The following links might assist the bidder to get a better understanding of legislative requirements and the Public Interest Score (PIS)

<http://www.cipc.co.za/index.php/manage-your-business/manage-your-company/private-company/compliance-obligations/financial-statements/>

<http://www.cipc.co.za/index.php/manage-your-business/compliance-and-recourse>

https://www2.deloitte.com/content/dam/Deloitte/za/Documents/governance-risk-compliance/ZA_AuditRequirementsAndOtherMattersRelatedToTheAudit_24032014.pdf

<http://www.mdacc.co.za/index.php/companies-act-and-annual-financial-statement-requirements/>



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

MBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest 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 **To be completed by the organ of state:**

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

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

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

90/10

$$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

90/10

$$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest 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 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

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

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.) Points will be allocated in line with the equity shareholding percentage of the respective directors.

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)	Means of Verification
TOTAL PREFERENTIAL POINTS	20		
SUB-TOTAL POINTS FOR SPECIFIC GOAL 1: HDI	10		
Business owned by 51% or more – Black People	3		CSD report, Valid BBBEE Certificate / Sworn Affidavit, Certified Copy of Identity Documentation (ID) and Shareholder's certificate.
Business owned by 51% or more - Women	3		CSD report, Certified Copy of ID and Shareholder's certificate.
Business owned by 51% or more – Black Youth	3		CSD report, Valid BBBEE Certificate / Sworn Affidavit, Certified Copy of ID and Shareholder's certificate.
Business owned by 51% or more – Black People with Disability	1		CSD report, Certified Copy of ID, Certified copy of disability certificate and Shareholder's certificate.
SPECIFIC GOAL 2: PROMOTION OF LOCAL ECONOMY	10		
SMMEs (An EME or QSE)	5		CSD report, Valid BBBEE Certificate / Sworn Affidavit, Certified Copy of Identity Documentation (ID) and Shareholder's certificate.
Enterprises located within the City of Johannesburg Metropolitan Municipality	5		CSD report, Certified Copy of ID and Shareholder's certificate.



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

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



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

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

.....
DATE

.....
POSITION

.....
NAME OF BIDDER



MBD 6.2: DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

FOR NONE-DESIGNATED SECTORS

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. The DTI makes provision for the promotion of local production and content.
- 1.2. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and points allocation.
- 1.3. 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.
- 1.4. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
- y is the bid price in Rand excluding value added tax (VAT)



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/> at no cost.

1.5. A bid may be disqualified if –

- (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
- (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

- 2.1. **"bid"** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **"bid price"** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **"contract"** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **"designated sector"** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **"duly sign"** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **"imported content"** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **"local content"** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **"stipulated minimum threshold"** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **"sub-contract"** means the primary contractor's assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

Description of services, works or goods

Stipulated minimum threshold

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 5.1. If yes, provide the following particulars:

- (a) Full name of auditor:
- (b) Practice number:
- (c) Telephone and cell number:
- (d) Email address:

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the DTI to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER
LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF
EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY
(CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Municipality / Municipal Entity):
.....

NB

1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <http://www.thedtic.gov.za/sectors-and-services-2/industrial-development/industrial-procurement/>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),

do hereby declare, in my capacity as

of(name of bidder entity),
the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

- (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

MBD 7.1: CONTRACT FORM - PURCHASE OF GOODS/SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or services described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Proof of Tax Compliance Status;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claim form for Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

2.

DATE:



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

MBD 7.1: CONTRACT FORM - PURCHASE OF GOODS/SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....

accept your bid under reference numberdated.....for
the supply of goods/services indicated hereunder and/or further specified in the
annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/services delivered in accordance with the
terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice
accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	RAND	DELIVERY PERIOD	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

	WITNESSES 1. 2.
--	---



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

MBD 7.2: CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN DUPLICATE AND THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF THE SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the bidding documents to (name of the institution)..... in the requirements and task directives / proposals specifications stipulated..... at the price/s quoted. My offer/s remain binding upon me upon acceptance by the Purchaser during the validity period indicated and calculate..... date of the bid.
2. The following documents shall be deemed to be read and construed as part of this agreement:
 - (iv) Bidding documents, viz:
 - Invitation to bid;
 - Proof of tax;
 - Pricing schedule;
 - Filled in proposal;
 - Preferential Procurement in terms of the Preferential Procurement Policy Framework Act;
 - Draft contract;
 - Purchaser's past SCM practices;
 - Independent Bid Determination;
 - Conditions of Contract;
 - (v) General Conditions of Contract; and
 - (vi) Particular Conditions of Contract.
3. I confirm that I have read myself as to the correctness and validity of my bid; that the price(s) offered covers all the services specified in the bidding documents; that the price(s) offered is my own and I accept that any mistakes regarding price(s) and rate(s) will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions of the contract and I agree to be under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.



PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF ST
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REC
FOR A PERIOD OF THREE YEARS (36 MONTHS)

RA/23/23

RA

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

Not Applicable



PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF
OFFICE FURNITURE AND MACHINERY "AS AND WHEN"
FOR A PERIOD OF THREE YEARS (36 MONTHS)

JRA/23/23

ONERY,
BY THE JRA

MBD 7.2: CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity.....
accept your bid under reference numberfor the
rendering of services indicated hereunder and/or.....the annexure(s).
2. An official order indicating service delivery is.....coming.
3. I undertake to make payment for thein accordance with the terms and
conditions of the contract, within 30 (thirty) days of receipt of an invoice.

DESCRIPTION OF SERVICE	COMPLETION DATE	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4. I.....authorised to sign this contract.

SIG..... ON

SIG.....

OFFICIAL STAMP

WITNESSES

1

2

DATE:



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

MBD 7.3: CONTRACT FORM - TENDER FOR INCOME-GENERATING

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE LESSOR/ SELLER (PART 2). BOTH FORMS MUST BE KEPT IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE LESSOR/ SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED COPIES OF THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SUCCESSFUL BIDDER)

7. I hereby undertake to lease property/ purchase all the goods and/or services described in the attached bidding documents from (name of institution)..... with the requirements stipulated in (bid number)..... My offer/s remain binding upon me and open for acceptance during the validity period indicated and calculated from the closing date.
8. The following documents shall be deemed to be read and construed as part of this agreement:
 - (vii) Bidding documents, viz:
 - Invitation to bid;
 - Proof of tax compliance;
 - Pricing schedule;
 - Preferential Procurement in terms of the Preferential Procurement Regulations;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Declaration of bidder's compliance with the Code of Conduct of Contract;
 - (viii) General Conditions of Contract; and
 - (ix) Other documents.
9. I confirm that I have verified myself as to the correctness and validity of my bid; that the price(s) covers the leased property/ all the goods and/or services specified in the bidding documents; that the price(s) cover all my obligations and I accept that any variation in the price(s) and calculations will be at my own risk.
10. I accept full responsibility for the proper execution and fulfilment of all obligations and liabilities arising from this agreement as the principal liable for the due performance of this contract.
11. I undertake to make payment for the leased property/ goods/services as specified in the bidding documents.
12. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STORES, MATERIALS, EQUIPMENT, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

13. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1.

3.

DATE:

Not Applicable



PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING
OFFICE FURNITURE AND MACHINERY "AS AND WHEN
FOR A PERIOD OF THREE YEARS (36 MONTHS)

2023/23

THE JRA

MBD 7.3: CONTRACT FORM - TENDER FOR INCORPORATING

PART 2 (TO BE FILLED IN BY THE LEASER)

4. I..... in my capacity as.....
accept your bid under reference numberfor the leasing
of property/ purchase of goods/servicesand/or further specified in the
annexure(s).
5. I undertake to make the leased property available in accordance with the terms
and conditions of the contract.

ITEM NO.	DESCRIPTION	TOTAL PREFERENCE POINTS CLAIMED	POINTS CLAIMED FOR EACH SPECIFIC GOAL

4.duly authorized to sign this contract.

.....ON.....

NAME (.....)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE



MBD 8: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes ☐	No ☐



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

Item	Question	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.5.1	If so, furnish particulars:		

CERTIFICATION

I THE UNDERSIGNED

**(NAME).....CERTIFY THAT THE INFORMATION
FURNISHED ON THIS DECLARATION FORM IS CORRECT. I ACCEPT THAT THE JRA MAY
ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE**

SIGNATURE DATE

NAME OF BIDDER POSITION



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

MBD 9: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - a) has been requested to submit a bid in response to this bid invitation
 - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder



-
6. 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 consortium³ will not be construed as collusive bidding.
 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
 9. 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 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.



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

10. 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.

.....
 SIGNATURE

.....
 DATE

.....
 POSITION

.....
 NAME OF BIDDER



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

FORM A: CERTIFICATE OF AUTHORITY OF SIGNATORY

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

RESOLUTION of a meeting of the Board of *Directors / Members / Partners:

(Name of Firm)held on that:.....

FULL NAMES

SIGNATURE

In his/her/their capacity as

Is/are hereby authorised to enter into, sign, execute, and complete any documents relating to Bid and/or Contracts for the supply of goods and services.

NAME	CAPACITY	SIGNATURE

NOTE:

1. *Delete which is not applicable
2. NB: This resolution must be signed by all the Directors/Members/Partners of the Bidding Enterprise
3. Should the number of Directors/Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

FORM B: VENDOR NUMBER REGISTRATION WITH CENTRAL SUPPLIER DATABASE (CSD)

Bidders must submit Vendor Number Registration with Central Supplier Database.

CENTRAL SUPPLIER DATABASE DETAILS	
ENTITY NAME	
CSD VENDOR REGISTRATION NUMBER	
NAME ENTITY REPRESENTATIVE	
POSITION	
SIGNATURE	
DATE	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

FORM C: CURRENT MUNICIPAL CHARGES

COMPANY MUNICIPAL CHARGES

BIDDERS PLEASE NOTE:

Bidders must complete this form and/or to attach the required invoices/statement of account to the bid submission.

DESCRIPTION	BIDDERS MUNICIPAL ACCOUNT DETAILS
Municipality where business is situated:	
Registered Account No for Entity:	
Stand No:	

Please attach the following documents to the bid:

- a) Most recent municipal Invoice / statement / account of Business Entity. Accounts outstanding for 90 days and more will not be accepted.
- b) In cases where the business has signed a lease agreement, proof must be provided from the Landlord or owner indicating that the business's Rates and Taxes is not outstanding.
- a) Bidders operating from home must submit affidavit to that effect.



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

MUNICIPAL RATES AND TAXES – DIRECTORS’ PRIVATE PROPERTIES

BIDDERS PLEASE NOTE:

Bidders must complete this form and/or to attach the required invoices/statement of account to the bid submission.

DIRECTOR 1 - MUNICIPAL RATES AND TAXES DETAILS	
Name and Surname:	
Municipality where property is situated:	
Registered Account No for Property:	
Stand No/Address:	
Signature:	

DIRECTOR 2 - MUNICIPAL RATES AND TAXES DETAILS	
Name and Surname:	
Municipality where property is situated:	
Registered Account No for Property:	
Stand No/Address:	
Signature:	

DIRECTOR 3 - MUNICIPAL RATES AND TAXES DETAILS	
Name and Surname:	
Municipality where property is situated:	
Registered Account No for Property:	
Stand No/Address:	
Signature:	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

DIRECTOR 4 - MUNICIPAL RATES AND TAXES DETAILS

Name and Surname:	
Municipality where property is situated:	
Registered Account No for Property:	
Stand No/Address:	
Signature:	

DIRECTOR 5 - MUNICIPAL RATES AND TAXES DETAILS

Name and Surname:	
Municipality where property is situated:	
Registered Account No for Property:	
Stand No/Address:	
Signature:	

DIRECTOR 6 - MUNICIPAL RATES AND TAXES DETAILS

Name and Surname:	
Municipality where property is situated:	
Registered Account No for Property:	
Stand No/Address:	
Signature:	

DIRECTOR 7 - MUNICIPAL RATES AND TAXES DETAILS

Name and Surname:	
Municipality where property is situated:	
Registered Account No for Property:	
Stand No/Address:	



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

Signature:	
------------	--

DIRECTOR 8 - MUNICIPAL RATES AND TAXES DETAILS	
Name and Surname:	
Municipality where property is situated:	
Registered Account No for Property:	
Stand No/Address:	
Signature:	

Bidders can include more tables if they have more directors, all directors must provide municipal rates and taxes information. Please attach the following documents to the bid:

- b) Most recent municipal Invoice / statement / account of Business Entity. Accounts outstanding for 90 days and more will not be accepted.
- c) In cases where the business has signed a lease agreement, proof must be provided from the Landlord or owner indicating that the business's Rates and Taxes is not outstanding.
- d) Bidders operating from home must submit affidavit to that effect.



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

FORM D: COMPANY FINANCIAL REFERENCE AND RATINGS

FINANCIAL REFERENCES

a) BANK RATING

It is requisite that a bank rating be obtained, bearing an original stamp and the manager's signal by the relevant bank.

Failure to complete the bank rating form overleaf may in itself constitute a disqualification application.

b) COMPANY BANK DETAILS

I/We hereby authorise the Employer/Employer's Representative to approach all or any of the following banks for a reference:

Description of Bank Detail	Bank Name and Address	Bank Detail applicable to the Site of the Works
Name of Bank		
Account Number		
Branch Name		
Branch Code		
Street Address		
Bank Rating		

.....On this Day of20.....

Name of signatory :

Name of company :



FORM E: CLAUSE ON INVALID AND IRREGULAR BID APPLICATIONS AND BREACHES OF BID AGREEMENTS

Bidders will be disqualified / rejected and the and the JRA reserves the right to inform National Treasury of any and such lay criminal charges against the bidder / supplier where:

- a. False information in any bid application is provided.
- b. Exerted undue influence on any person involved in considering a bid
- c. Provided a financial or other reward
- d. Where the supplier fails to comply with the required specifications of services and goods

IN ADDITION:

1. I have read and I understand the contents of all disclosures;
2. I understand that the accompanying bid will be disqualified if any disclosure is found not to be true and complete in every respect;
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 will not be construed as collusive bidding.
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.
5. 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.
6. 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.
7. 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.

.....
SIGNATURE OF BIDDER

.....
DATE



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

FORM F: ALTERATIONS OF BID DOCUMENT

Alterations to documents

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or alterations or additions necessary to correct errors made by the tenderer.

Alternative tender offers

Submit alternative tender offers only if main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted. The alternative tender offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

Accept that an alternative tender offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

NB ANY AMENDMENTS TO THE BID DOCUMENTS MUST BE SIGNED IN FULL BY THE BIDDER'S AUTHORISED SIGNATORY AND AN ACCOMPANYING LETTER FROM THE BIDDER ON THEIR OFFICIAL LETTERHEAD WILL INDICATE SUCH ALTERATIONS. FAILURE TO OBSERVE WILL LEAD TO THE BID BEING DISQUALIFIED.

ANY COMPLETION OF THE BID DOCUMENT IN PENCIL OR ERASABLE INK WILL NOT BE ACCEPTED AND MIGHT DISQUALIFY THE BID.

I/We, the undersigned, hereby acknowledge myself/ourselves fully conversant with the details and conditions set out in the Special / Technical Information and Specifications and with the General Conditions of Contract and General Conditions to Bidders included in the bid document and hereby agree to:-

Indicate if there would be a price increase applicable and attach proof thereof

SIGNED ON BEHALF OF THE BIDDER: (Signature)

NAME OF SIGNATORY (in capital letters)



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

FORM G: RECORD OF ADDENDA TO BID DOCUMENTS

We confirm that the following communications received from the Johannesburg Roads Agency or their Agent before the submission of this Bid offer, amending the Bid documents, have been taken into account in this Bid offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

.....
SIGNATURE OF BIDDER

.....
DATE

CHAPTER 3 : GENERAL CONDITIONS OF A CONTRACT (GCC) 2010

JRA/23/23

FOR

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)





GENERAL CONDITIONS OF CONTRACT

1. Definition

The following terms shall be interpreted as indicated:

- 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids
- 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7. "Day" means calendar day.
- 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14. "GCC" means the General Conditions of Contract.
- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as



transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.
- 1.26. NEMA is an abbreviation for National Environmental Management Act
- 1.27. ASTM is an abbreviation for American Society for Testing and Materials

2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection. Obligations of the supplier covered under the contract.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract,



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - 7.3.1. a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - 7.3.2. a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment



-
- arrangements with the testing authority concerned.
- 8.4.** If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5.** Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6.** Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7.** Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
- 9. Packing**
- 9.1.** The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2.** The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery**
- 10.1.** Delivery of the goods shall be made by the supplier in accordance with and documents the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2.** Documents to be submitted by the supplier are specified in SCC.
- 11. Insurance**
- 11.1.** The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.



12. Transportation

- 12.1.** Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental

- 13.1.** The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- 13.1.1.** Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - 13.1.2.** furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - 13.1.3.** furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - 13.1.4.** performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - 13.1.5.** Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2.** Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1.** As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts
- 14.2.** Manufactured or distributed by the supplier:
- 14.2.1.** such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - 14.2.2.** in the event of termination of production of the spare parts:
 - 14.2.2.1.** Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - 14.2.2.2.** Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1.** The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2.** This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3.** The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4.** Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5.** If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1.** The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2.** The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3.** Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4.** Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1.** Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1.** No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1.** The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1.** The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1.** Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2.** If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the



delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

- 21.3.** No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4.** The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5.** Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause without the application of penalties.
- 21.6.** Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1.** Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance or specified within the SCC. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination

- 23.1.** The purchaser, without prejudice to any other remedy for breach of for default contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - 23.1.1.** if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - 23.1.2.** if the Supplier fails to perform any other obligation(s) under the contract; or
 - 23.1.3.** if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2.** In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.



- 23.3.** Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4.** If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5.** Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6.** If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 23.6.1.** the name and address of the supplier and / or person restricted by the purchaser;
 - 23.6.2.** the date of commencement of the restriction
 - 23.6.3.** the period of restriction; and
 - 23.6.4.** the reasons for the restrictions.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7.** If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.



25. Force Majeure

- 25.1.** Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2.** If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1.** The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1.** If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2.** If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3.** Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4.** Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5.** Notwithstanding any reference to mediation and/or court proceedings herein,
- 27.5.1.** the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- 27.5.2.** The purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1.** Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- 28.1.1.** the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
- 28.1.2.** the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.



-
- 29. Governing language**
29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law**
 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices**
31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices**
34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2010)

CHAPTER 4 : PROJECT DESCRIPTION SPECIAL CONDITIONS OF A CONTRACT

JRA/23/23

FOR

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE
FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A
PERIOD OF THREE YEARS (36 MONTHS)**





JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

1 BACKGROUND

The JRA intends to enter into a contract with a panel of supplier/s for the different categories of products, for the provision to **SUPPLY, DELIVERY OF OFFICE STATIONERY, and FURNITURE AND MACHINERY** as per the categories below.

A Bidder is not eligible to quote all categories, but in each category all items must be quoted, bidder is **REQUIRED** to quote to all the items in that group.

Failure not to quote all items in each group/category will results to a bidder to be disqualified in that category only.

PARTICIPATION BY BIDDER BY TICK YES/NO FOR EACH GROUP/CATEGORY

CATEGORIES/ GROUP	LOTS DESCRIPTION	PARTICIPATION BY BIDDER (TICK YES/NO)	
		YES	NO
CATEGORY 1: STATIONERY	LOT A: Tapes and Adhesives LOT B: Books, Pads, Carbon LOT C: Calculators, Adding machines LOT D: Correctional instruments LOT E: Desktop stationery, Sundries LOT F: Envelops LOT G: Filling Solution LOT H: Storage LOT I: Paper, Board LOT J: Presentation, Planning LOT K: Rubber stamps. Daters LOT L: Staplers, Punches LOT M: Writing Instruments LOT N: JRA Documents LOT O: Office Automation LOT P: Cartridges		
CATEGORY 2: CORPORATE DOCUMENT EDITING, PROOF READING, LAYOUT, DESIGN, PRINTING AND BINDING	LOT C: Printing		



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

CATEGORY 3: CLEANING MACHINERY AND ACCESSORIES	LOT A: Office Cleaning Machinery and accessories		
CATEGORY 4: OFFICE FURNITURE & ACCESSORIES (INCLUSIVE OF ASSEMBLING AND REASSEMBLING)	LOT A: Chairs LOT B: Desks LOT C: Storage & Wall units LOT D: Boardroom & Conference LOT E: Reception & Pause Area LOT F: Screens & Modesty Panels LOT G: Accessories		

The contract will be on an “as and when” required basis by the JRA head office and Depots for a period of three years (36 months).

The goods to be supplied, delivered and offloading are those specific items described and listed under various categories provided in the tables above.

BIDDERS MAY QUOTE PER CATEGORY but not limited to one category.



2 THE JRA RESERVES THE RIGHT:

- a. To cancel and / or terminate the bid process at any stage, including after the closing date and or after the presentation has been made, and / or after the bid have been evaluated and / or after the preferred bidder/s have been notified of their status of such;
- b. Not to award or cancel this tender at any time and shall not be bond to accept the lowest or any bid.
- c. To negotiate with one or more preferred bidder/s identified in the evaluation process, regarding any terms and conditions, including prices without offering the same opportunity to any other bidder/s who has not been awarded the status of the preferred bidder/s.
- d. To accept part of the tender rather than the whole tender.
- e. To award a tender based on which bidder is offered the best value for money, even if such tender is not the lowest priced tender.
- f. To terminate or amend the requirements of this contract at any point during the life cycle of the contract.
- g. To appoint a reserve bidder that can be utilized at any time during the contract when necessary.
- h. To award contracts to more than one Supplier for the same item.
- i. To award the bid per category or complete LOTs however preference will be given to Bidders that bid for all groups and items.

3 QUANTITIES

Quantities are indefinite, figures provided in the pricing schedule are projections based on previous usage and purely for evaluation purposes does not provide any guarantee whatsoever to the supplier in terms of the quantity of goods required for the duration of the contract

The Supplier shall be required to supply whatever quantities the JRA shall require during the period of the contract; in this case “As and When” required for a period of three years 36 months), irrespective of the extent by which the total quantities ordered may vary from those stated, if any.



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

4 SPECIAL CONDITION OF SUPPLY, DELIVERY AND OFFLOAD OF GOODS AND SERVICES

- a. All goods supplied, delivered and offloaded to the JRA must be done so within the correct safety procedures so as not to cause any damage, safety risks or harm to any person involved either from the Supplier or the JRA.
- b. It is the responsibility of the Supplier to ensure that all goods supplied, delivered and offloaded conforms to the specifications provided as in the table above, is in accordance to those in the pricing schedule and is appropriate or else will be rejected
- c. The place of delivery shall be at various Johannesburg Roads Agency offices and depots within the regions of the City of Johannesburg inter alia to those specified in the table below:



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

PHYSICAL ADDRESSES OF JRA DEPOTS

JRA DEPOT	ADDRESS
Avalon	Calanduler Road, Klipspruit West/ Next to Avalon Cemetery
Asphalt Plant	8 Spring Street, Ophirton
Benrose	185 Main Road, Newtown
Dobsonville	2 Jonas Moabi Street, Dobsonville
Hamberg	159 Hamberg Road, Hamberg
Main Stores	9 Stephens Road, Ophirton
Midrand	6 Dale Road, Glen Austin
Motorways	Corner End and Meikle Streets, City & Suburban
Norwood	15 Short Street, Corner Short & PineOrchards
RSD	9 Stephen Road, Ophirton, Booyens
Strydompark	Corner Hans Strydom and Hans Schoeman Roads, Strydompark
TM Central	1 Hendry Nxumalo Street, Corner Main Street, Newtown
TM North	5 Commerce Crescent, West, East Gate, Extension 13
TM South	Corner End and Meikle Streets, City & Suburban
Waterval	Corner Johannes and Alberts Streets, Albertsville
Zandfontein	5 Commerce Crescent, West, East Gate, Extension 13
Traffic Signals & Markings	1 Hendry Nxumalo Street, Corner Main Street, Newtown
Fleet and Plant Depot	350 Albertina Sisulu Street, Fordsburg
Head Office	75 Helen Joseph Street, Cnr, Harrison Street, Johannesburg, 2001



5 PACKAGING

All goods to be delivered and offloaded must be adequately and appropriately packed, crated, battened and/or covered securely in such a manner as to prevent damage and ensure that the equivalent new quality levels during loading, transport and off-loading are maintained; unless otherwise specified packing cases and packing materials are included in the purchase price and shall be and remain the property of the JRA.

6 SUPPLY AND DELIVERY

Orders will be issued during the period commencing from date of award stating the quantities required by the JRA.

- a. Goods must be delivered and offloaded only during working hours (i.e. 08:00 am to 15:00 pm) Monday to Friday within 7 days (No goods will be received on Saturday, Sundays and Public holidays) when ordered upon an official letter, purchasing order or form of order issued by the JRA or as amended from time to time by the JRA. Goods delivered outside the above period will not be accepted
- b. If necessary, the Supplier will be permitted to deliver and offload Goods to the specified JRA offices and depots within the region of the City of Johannesburg, outside the above working hours with no additional payment
- c. Goods must not be delivered to the specified office until the quantity has been checked by the responsible JRA official in charge and accepted as correct. Goods delivered without this provision being complied with, must be removed immediately at the Supplier's expense
- d. The Supplier shall indicate on the Holiday Period Arrangement form what arrangements are required to ensure the availability of Goods over the December / January holiday period
- e. The Supplier shall ensure that regular deliveries are made with clearly identifiable vehicles, all of which are to be in a certified roadworthy condition
- f. A delivery note / invoice must accompany each delivery and must clearly indicate:
 - i. Contract number
 - ii. Name of tenderer
 - iii. Description
 - iv. Order number

7 AMOUNTS AND ACCURACY OF QUANTITIES OF GOODS TO BE DELIVERED

- a) The quantity of deliveries made to the required JRA offices and depots within the region of the City of Johannesburg must be determined by the JRA official at the office being delivered to by counting methods quantified by the JRA
- b) No invoice will be passed for payment if the waybill for the delivery shows alteration other than a reduction made by an employee of the JRA for short delivery

8 REMEDY FOR INCORRECT SUPPLY



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

- a) All goods supplied must be in line with the specifications provided and should there be any discrepancies, the Supplier must guarantee that they will remove any products that are required to be removed upon request of the JRA as stipulated.
- b) All goods supplied must be in line with the specification provided and should there be any discrepancies in the deliveries, a request to collect the goods or credit note may be required.

9 REJECTION OF GOODS SUPPLIED AND DELIVERED

- a) All goods supplied, delivered and offloaded to the JRA must ensure conformity to the applicable SABS where such a standard exists as per the detail supplied below and to state such in the table provided (Forms to be filled)
- b) SABS to be complied with notwithstanding any further standards to be disclosed by the bidder/supplier to the JRA in the table provided (Forms to be filled). Certificates of compliance to such standards disclosed to the JRA must accompany the bid and be attached on the page provided (Forms to be filled) should there be such in existence
- c) All goods supplied must comply with the following SABS in addition to any others as mentioned above.

ITEMS	SABS CODE
Overall general Stationery and office requisites	SABS TC 1007
Specific tape items	CKS 245
Specific book and pad items	SANS 596
Specific carbon items	SANS 652
Specific correctional instruments	SANS 1660
Specific desktop & sundry items – pins	CKS 467
Specific desktop & sundry items – clips	CKS 260
Specific desktop & sundry items – erasers	SANS 1581
Specific desktop & sundry items - rubber bands	CKS 177
Specific desktop & sundry items – rulers	SANS 1588
Specific desktop & sundry items – bins	CKS 253
Specific envelope items	SANS 882



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

Specific file items	CKS 368
Specific paper items	CKS 673
Specific stamp items	CKS 110
Specific punch items	SANS 1612
Specific stapler items	CKS 672
Specific staple items	CKS 259
Specific writing instruments - clutch pencils & lead	SANS 9177
Specific writing instruments - markers / highlighters	SANS 1872
Specific writing instruments - pens	SANS 785 / SANS 12756
Specific writing instruments – pencils	SANS 1531 / SANS 9180

*** The SANS standards are not limited to those listed above.**

- d) It is the responsibility of the Supplier to ensure that the items supplied, delivered and offloaded conforms to the specifications provided as in the table above and in accordance to those in the pricing schedule and is appropriate or else will be rejected
- e) Samples of items may be taken by the JRA’s representative and evaluated in accordance with the relevant and/or JRA standard specification or such a standard as preferred by the JRA on an ad hoc basis. If the sample fails to comply with the specification as deemed by such an individual, the group from which the sample was taken will be rejected and must be returned immediately at the Supplier’s expense.

10 SAMPLES

- a) Samples of specific items may be required by the JRA upon shortlisting of bidders
- b) The JRA reserves the right to sample and test any or all of the items specified on the pricing schedule delivered post appointment of the Supplier and the Supplier for the items removed as samples shall make no charge.

11 SPECIAL ITEMS

- a) Items as per the pricing schedule that require the JRA and COJ logos (i.e., JRA specific) must make use of the JRA and COJ logos as per the header of this document. Measurements of these will be provided upon shortlisting of bidders.
- b) Bidders will be required to print these logos (including artwork) onto the items and supply them to the JRA.

12 SOURCE OF SUPPLY



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

-
- a) Comprehensive details, including supplier's catalogues and specifications must accompany the Tender. This is to be attached to the bid in the space provided (Forms to be filled)
 - b) The bidder shall furnish the following information in the table provided (Forms to be filled):
 - i) Name and location of all suppliers to be used
 - ii) Whether the source of supply is owned by the bidder
 - iii) Number and size of transport vehicles available for delivery and maximum delivery rate per day
 - c) Preference will be given to products supplied in a form ready for use



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

13. DESCRIPTION OF REQUIRED GOODS

CATEGORY 1: SUPPLY AND DELIVERY OF STATIONERY

LOT A – TAPES AND ADHESIVES			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
1.	CELLOTAPE	12MMX66M, PREMIUM CLEAR	EACH
2.	CELLOTAPE	25MMX66MM, PREMIUM CLEAR	EACH
3.	CELLOTAPE	48MMX50MM, PREMIUM CLEAR	EACH
4.	CONFIDENTIAL STICKERS	BOX OF 125	BOX
5.	GLUE STICK	22G, NON TOXIC, WASHABLE, SOLVENT FREE, TWIST FEED MECHANISM AT BOTTOM	EACH
6.	MASKING TAPE	25MM	EACH
7.	MASKING TAPE	12MM	EACH
8.	OFFICE PASTE	250ML	EACH
9.	PER HAND STICKERS	BOX OF 125 (SHEET FORM LABELS)	BOX
10.	PRESTIK OR EQUIVALENT	100G	EACH
11.	PRITT OR EQUIVALENT	20G	EACH
12.	URGENT STICKERS	BOX OF 125	BOX
13.	TOWER STICKERS	SHEET OF 700, SELF-ADHESIVE LABELS, VARIOUS COLOURS, C10-C19	BOX
LOT B - BOOKS, PADS, CARBON			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
14.	CARBON PAPER	A4 PACK OF 10	PACK
15.	DELIVERY BOOK HARD COVER	A5, 100 LEAVES (PEN CARBON DUPLICATE)	EACH
16.	DUPLICATE BOOK	A6, 100 LEAVES (PEN CARBON DUPLICATE)	EACH
17.	DUPLICATE BOOK	A4, 100 LEAVES (PEN CARBON DUPLICATE)	EACH
18.	DUPLICATE BOOK	A5, 100 LEAVES (PEN CARBON DUPLICATE)	EACH
19.	EXAM PAD	A4, 72 PAGES	EACH
20.	INDEX BOOK HARD COVER	A4, 92 PAGES (CATEGORISED RIGHT MARGIN)	EACH
21.	MAP BOOK	GAUTENG COMPLETE STREET GUIDE, LATEST EDITION, SCALE - 1:20 000, SOFT COVER, PLASTIC SPIRAL BOUND, 297MM * 210MM	EACH
22.	NOTE BOOK HARD COVER	A6, 144 PAGES	EACH



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

23.	NOTE PAD	SMART SCRIBE FLIP NOTE PAD, PACK OF 4, BLUE COVER, MOROCCAN MINIM WRAP	EACH
24.	NOTEBOOK	A5, PACK OF 4	EACH
25.	NOTEBOOK HARD COVER	A4, 192 PAGES FEINT & MARGIN	EACH
26.	PETTY CASH PAD	150MM * 100MM, 40 PAGES, BOARD BACK	EACH
27.	SPIRAL NOTEBOOK, SHORTHAND	A5, 72 PAGES FLIP UP	EACH
28.	TELEPHONE MESSAGE BOOK SOFT COVER	3 TO VIEW, 50 SHEETS (CARBON DUPLICATE)	EACH
29.	OCCURRENCE BOOK (OB BOOK AND MUST BE BRADED	Sequence in number, A4, 250 pages, must be portrait	EACH
30.	SECURITY POCKET BOOK AND MUST BRADED	Sequence in number, 100 × 135 × 5 mm, A6, 45g	EACH
31.	ACCESS CONTROL REGISTER – MUST BE BRADED	Sequence in number, A4 , landscape, 250 pages	EACH
32.			
LOT C - CALCULATORS, ADDING MACHINES			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
33.	OFFICE CALCULATORS	12 DIGITS, LARGE, HANDHELD	EACH
34.	OFFICE CALCULATORS	SCIENTIFIC, NATURAL TEXTBOOK DISPLAY, PREVIOUS ANSWER KEY, OVER 250 FUNCTIONS, PRIME FACTORISATION WITH NEXT GENERATION FUNCTIONALITY	EACH
LOT D - CORRECTIONAL INSTRUMENTS			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
35.	CORRECTION FLUID	SUPER WHITE, 20ML	EACH
36.	CORRECTION PEN	FINE POINT METAL TIP, 12MM	EACH



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

LOT E - DESKTOP STATIONERY, SUNDRIES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
37.	BD – R	BLUE RAY, RECORDABLE, PACK OF 50, SPINDLE	EACH
38.	BD - R DL	BLUE RAY	EACH
39.	BLADES	MULTI PURPOSE, SNAP OFF BLADE CUTTER WITH PACK OF SPARE BLADES	EACH
40.	BULLDOG CLIPS	METAL SIZES FROM 22MM TO 75MM, BOX OF 12	BOX
41.	BUTTERFLY / FOLDBACK CLIPS	BLACK SIZES FROM 15MM TO 51MM, BOX OF 12	BOX
42.	CD – R	WHITE INKJET PRINTABLE, 100 PIECES, 52 * 700MB, 80MIN	BOX
43.	CD - R / DVD - R SLEEVES	WHITE PAPER SLEEVES, WITH ROUND CLEAR WINDOW, WITH FLAP, 127MM * 124MM with a 29MM FLAP	BOX
44.	CLIPS	MAGIC CLIP 6.4MM	BOX
45.	DOCUMENT / LETTER TRAYS	• MODERN, FUNCTIONAL DESIGN IN A HIGH GLOSS QUALITY FINISH • TREYS A STACKED ON A TRANSPARENT PLASTIC STAND, FORWARD SLIDING FOR EASY REMOVAL OF CONTENTS, • NON- SKID PLASTIC FEET TO GRIP AND DESK PROTECTION. • INTERNAL SIZE 320 X 235MM.	EACH
46.	A4 6 DRAWER	• 6 DRAWERS • GRAY/ WHITE • L400 X W200 X H366MM • WEIGHT 6.95 KG	EACH
47.	MINI 3 DRAWER UNIT	• 3 DRAWERS • L210 X W180 X H170MM • WEIGHT 0.82 KG	EACH
48.	DESKTOP ORGANISERS	• PVC, CLEAR/FULL COLOUR, ROUND-UPS 6 CYLINDER	EACH
49.	DRAWING PINS (THUMB TACKS)	SOLID HEAD, 11MM, BOX OF 100 PCS	BOX
50.	PUSH PINS	ASSORTED COLOURS, PVC BARREL SHAPE, 30 PCS	BOX
51.	DVD – R	WHITE INKJET PRINTABLE, 100PIECES, 52 * 4.7GB, SPINDLE	BOX
52.	DVD - R DL	WHITE INKJET PRINTABLE, 100 PIECES, 52 * 8GB, SPINDLE	BOX
53.	FILE FASTNERS	80MM, BOX OF 50	BOX



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

54.	KNIFE	DESIGN KNIFE, C-600S	EACH
55.	MICRO SDHC	64GB, CLASS 10, PLASTIC WITH SDHC ADAPTER	EACH
56.	OFFICE PINS	NICKLE PLATED, 26MM, 100G BOX	BOX
57.	PAPER BINDERS	32MM, BOX OF 100	BOX
58.	PAPER BINDERS	51MM, BOX OF 100	BOX
59.	PAPER BINDERS	76MM, BOX OF 100	BOX
60.	PAPER CLIPS	SILVER METAL, 30MM BOX OF 50	BOX
61.	PAPER CLIPS	SILVER METAL, 50MM BOX OF 50	BOX
62.	PENCIL ERASER	NON-TOXIC, SOFT, DUST FREE, IN SLEEVE	EACH
63.	PENCIL SHARPENER DESK MOUNT / CLAMP	AUTO FEED, REMOVABLE SHAVING TRAY, ADJUSTABLE SHARPNESS	EACH
64.	PENCIL SHARPENER	1 METAL HOLE, SMALL, PLASTIC SHARPENER	EACH
65.	FINGER CONES	RUBBER, FINGERETTE, IDEAL FOR SORTING OR PAGING DOCUMENTS MEDIUM SIZE 1, PACK OF 12	PACK
66.	SELF STICK REMOVABLE NOTES	SUPER STICKY, 2" * 2", ULTRA COLLECTION, 8 PADS PER PACK	PACK
67.	POP UP FLAGS (SIGN)	EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS	PACK
68.	POP UP FLAGS (PLAIN)	EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS	PACK
69.	SELF STICK REMOVABLE NOTES	EXTRA STICKY, 76MM * 127MM, 90 SHEETS PER PAD	PACK
70.	SELF STICK REMOVABLE NOTES	PASTEL 76MM X 76MM	PACK
71.	SELF STICK REMOVABLE NOTES	3" * 3", ULTRA COLLECTION, 12 PADS PER PACK	PACK
72.	STOCK TAKE STICKERS	C19 STICKERS	BOX
73.	RING BINDERS	A4, WHITE, PLASTIC	EACH
74.	RING BINDERS	A3, DIFFERENT COLOR ,PLASTIC	EACH
75.	RUBBER BANDS (NATURAL)	100G, SIZE 19, 32, 34, 38, 64, 128 (TRB)	BOX / PACK



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

76.	RULER	STEEL, 50CM	EACH
77.	RULER	STEEL, 1M	EACH
78.	RULER	30CM, SHATTER RESISTANT	EACH
79.	RULER	30MM PLASTIC TRIANGULAR SCALE RULER 1:100 1:200 1:250 1:300 1:400 1:1500	EACH
80.	SCISSORS	STAINLESS STEEL BLADE, SOFT GRIP, 21CM	EACH
81.	STAMP PAD INK	20ML, BLACK	EACH
82.	TAPE DISPENSER	HEAVY DUTY, 25.4MM, CORE: 1" & 3"	EACH
83.	USB MEMORY STICK	USB 2.0 / 3.0, CAPLESS SWIVEL, POCKET SIZE, 57MM * 17MM * 10MM, VARIOUS COLOURS, 8GB, WITH CUSTOMISABLE FEATURES	EACH
84.	USB MEMORY STICK	USB 2.0 / 3.0, CAPLESS SWIVEL, POCKET SIZE, 57MM * 17MM * 10MM, VARIOUS COLOURS, 16GB, WITH CUSTOMISABLE FEATURES	EACH
85.	USB MEMORY STICK	USB 2.0 / 3.0, CAPLESS SWIVEL, POCKET SIZE, 57MM * 17MM * 10MM, VARIOUS COLOURS, 32GB, WITH CUSTOMISABLE FEATURES	EACH
86.	WASTEPAPER BINS	PLASTIC, BLACK, 15L ROUND	EACH
87.	VOICE RECORDER	16 GB, HIGH QUALITY (HQ), MP3, WAV, 60 DB LOUDSPEAKER DIAMETER: 2.8 CM USB PORT, MICROPHONE IN, MICROSD (TRANSFLASH), FLASH CARD MEDIA, HEADPHONES INCLUDED	EACH

LOT F – ENVELOPES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
88.	ENVELOPE C4	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 229MM * 324MM, BOX OF 250	BOX
89.	ENVELOPE DLB	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 220MM * 110MM, BOX OF 250	BOX
90.	ENVELOPES C3	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 324MM * 458MM, BOX OF 250	BOX
91.	ENVELOPES C5	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 229MM * 162MM, BOX OF 250	BOX

LOT G - FILING SOLUTION

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
92.	STORAGE BOX	LONG OPENING, 105MM * 390MM * 290MM, CORRUGATED AND COLLAPSABLE	EACH



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

93.	STORAGE BOX	ARCHIVE BOX, 700MM * 650MM * 360MM	EACH
94.	STORAGE BOX	DOC-YOU-BOX, A4 & A3, WITH BLUE CLIP AND BACKING BOARD, VARIOUS ASSORTED COLOURS	EACH
95.	STORAGE BOXES WITH LIDS	COLLAPSIBLE, CORRUGATED, 250MM * 300MM * 370MM	EACH
LOT H - FILING, STORAGE			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
96.	CLIPBOARDS	A4, MASONITE, FULLSCAP, 240MM * 380MM	EACH
97.	CONCERTINA FILES	A4, BLACK, F/C PLASTIC EXPANDING FILE, 16 COMPARTMENTS, INDEX TABS, ELASTIC STRAP TO SECURE COVER	PACK
98.	DIVIDERS P/PROP OR PVC	A4, 10 COLOURED TABS, MARGIN UNIVERSAL PUNCHED, INDEXING LABEL AND POCKET PROVIDED	PACK
99.	DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, PRINTED A-Z, INDEXING LABEL AND POCKET PROVIDED	PACK
100.	DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, PRINTED JAN-DEC, INDEXING LABEL AND POCKET PROVIDED	PACK
101.	DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, 31 TAB NUMBERED, INDEXING LABEL AND POCKET PROVIDED	PACK
102.	FLIP FILES	A4, 20 POCKETS, POLYPROPYLENE, ANTI-STATIC, EXTRA COVER POCKET FOR INSERT	EACH
103.	FOLDERS	A4, ASSORTED COLOURS, FOOLSCAP, 450MM * 340MM, 200G, HAS TWO SLITS FOR USE WITH FILE FASTENERS, PACKET OF 100	PACK
104.	LEVER ARCH FILE BOARD	A4, 70MM, BLACK, RADO COVER LOCKING, INNER PAPER WITH PRINTED INDEX, STRONGLINE REINFORCED EDGE, SPINE RING, SPINE INTERCHANGEABLE LABEL HOLDER, REINFORCED ARCH SLOTS, QUALITY MECHANISM AND COMPRESSOR BAR	EACH
105.	LEVER ARCH FILE BOARD	A4, 95MM, BLACK, RADO COVER LOCKING, INNER PAPER WITH PRINTED INDEX, STRONGLINE REINFORCED EDGE, SPINE RING, SPINE INTERCHANGEABLE LABEL HOLDER, REINFORCED ARCH SLOTS, QUALITY MECHANISM AND COMPRESSOR BAR	EACH
106.	PLASTIC FILING POCKETS	A4, CLEAR, POLYPROPYLENE, MULTI PUNCHED, 'COPY SAFE', 100 POCKETS PER PACK	PACK



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

107.	PLASTIC POCKET	A4, P/PROPYLENE, CARRY FOLDER WITH PRESS STUD	EACH
108.	PLASTIC ROLLS	CLEAR, HEAVY WEIGHT, 48CM * 3M	EACH
109.	PRINTED FOLDER	280G, PASTE-IN METALS FASTENERS	EACH
110.	QUOTATION FOLDERS PVC	A4, 210MM * 297MM, FILING MECHANISM, TRANSPARENT FRONT COVER, OPAQUE REAR COVER, SPINE WITH SPINE LABEL,	EACH
111.	READY SORTER	VERSAFILE, BOARD, WITH ALPHABET, CALENDER MONTHS AND DATES PRINTED ON TABS	EACH
112.	RING BINDER FILE	A4, 25MM, BLACK, 2D RING MECHANISM	EACH
113.	SUSPENSION FILE	A4, BLACK, FULLSCAP WITH TABS AND INSERTS, 13 TABS WITH PRINTED CONTENTS PANEL, BOX GUSSET WITH FILE FASTENER SLOTS, ENCAPSULATED COATED ROD	EACH
114.	TIDY FILES	TOP RETRIEVAL FILES, LIGHT WEIGHT WITH GUSSET	EACH
115.	TIDY FILES	TOP RETRIEVAL FILES, MEDIUM WEIGHT, 190GSM	EACH
116.	TIDY FILES	TOP RETRIEVAL FILES, HEAVY DUTY, WITH CLIP, 250GSM	EACH
117.	Z20 FOLDERS	GOVERNMENT Z20 - CASP170 - 2S 175GSM – VARIASE COLORS INK100 - 07S2306,TIDY FILES,Z20 file, ACID FREE	

LOT I - PAPER, BOARD

NO	DESCRIPTION 1	DESCRIPTION 2	UOM
118.	BIN CARDS	LARGE, PACK OF 250 (SAMPLE CAN BE REQUESTED)	EACH
119.	BIN CARDS	SMALL, PACK OF 250 (SAMPLE CAN BE REQUESTED)	EACH
120.	BOARD	CUTTING BOARD, A2	EACH
121.	COPY PAPER	A4, SKY BLUE, 210MM * 297MM, 60 GSM, 500 SHEETS PER REAM	RM
122.	COPY PAPER	A4, YELLOW, 210MM * 297MM, 60 GSM, 500 SHEETS PER REAM	RM
123.	COPY PAPER	A4, BOND ORANGE, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM
124.	COPY PAPER	A4, BOND PINK, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM
125.	COPY PAPER	A4, BOND YELLOW, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM
126.	COPY PAPER	A4, BOND WHITE, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

127.	COPY PAPER	A4, BOND GREEN, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM
128.	COPY PAPER	A3, BOND WHITE, 297MM * 420MM, 500 SHEETS IN A REAM, 5 REAMS IN A BOX	RM
129.	COPY PAPER	A0 PAPER SIZE: ISO 216 STANDARD PAPER OF 841MM X 1189MM (TECHNICAL DRAWING PAPER, ROLL)	RM
130.	PAPER	90MG, MATT COATED, 42"	RM
131.	PAPER	MATT, ULTRA COATED, 95GSM, 914/30	RM
132.	PAPER	MATT, ULTRA COATED, 170GSM, 914/45	RM
133.	PAPER	DRY SATIN PHOTO PAPER, 914 * 30.5	RM
134.	PAPER	1200MM X 70M BROWN KRAFT PAPER ,ACID FREE	ROLL

LOT J - PRESENTATION, PLANNING

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
135.	FLIP CHART PAD	A1, BOND WHITE, 590MM * 840MM, PERFORATED AND PUNCHED, 50 SHEETS, NEWSPRINT	EACH
136.	FLIP CHART STAND	STANDARD, 1000MM * 640MM, MAGNETIC SURFACE, INTEGRATED PEN TRAY, PAPER CLAMP, HEIGHT ADJUSTABLE TELESCOPIC LEGS, LOCKING CLIP AT BACK, SELF ADJUSTING HINGE FOR BACK LEG	EACH
137.	LAMINATING POUCHES / PAPER	A4, GLOSS, 150 MICRON, PACK OF 100	PACK
138.	LAMINATING POUCHES / PAPER	A3, GLOSS, 150 MICRON, PACK OF 100	PACK
139.	PLASTIC	SELF ADHESIVE GLOSSY POLYPROPYLENE, 914 * 22.9	EACH
140.	WHITE BOARD ERASER	NON-MAGNETIC, 12 PEEL OFF LAYERS, 145MM * 50MM	EACH

LOT K - RUBBER STAMPS, DATERS

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
141.	RUBBER DATE STAMP	SELF DATING, SELF INKING, EASY TO REPLACE INK PAD, 3.8MM IN HEIGHT, CLIMATE NEUTRAL	EACH
142.	RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, SMALL	EACH
143.	RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, MEDIUM	EACH
144.	RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, LARGE	EACH



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

145.	STAMP PAD 150MM X 110MM	UNINKED, LARGE, 110MM * 150MM, PLASTIC	EACH
LOT L - STAPLERS, PUNCHES			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
146.	PAPER PUNCH	PREMIUM HEAVY DUTY, 2 HOLE, METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE WINDOW, PUNCH UP TO 50 SHEETS, REMOVABLE CONFETTI TRAY	EACH
147.	PAPER PUNCH	MEDIUM PUNCH, 2 HOLE, METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE WINDOW, PUNCH UP TO 50 SHEETS, HINGED CONFETTI TRAY, EASY TOUCH DURABLE PUNCH	EACH
148.	PAPER PUNCH	2 HOLE EXTRA HEAVY DUTY METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE 300 SHEETS.	EACH
149.	STAPLE REMOVER	SUPERIOR GRIP, CHROME FINISH, STEEL JAW	EACH
150.	STAPLER	FULL STRIP PREMIUM QUALITY, METAL TOP LOADING, STAPLES 30 SHEETS CAPACITY (80GSM), LOW FORCE TECHNOLOGY REQUIRES 50% LESS EFFORT, DURABLE METAL CONSTRUCTION, SPACE EFFICIENT FLAT CLINCH STAPLING	EACH
151.	STAPLER	HEAVY DUTY STAPLER, 500 CAPACITY 29.25 x 21.3 x 16.06 inches.	
152.	STAPLES	23/6, HEAVY DUTY, 6MM LEG, STAPLES UP TO 30 SHEETS, BOX OF 1000	BOX
153.	STAPLES	23/10, HEAVY DUTY, 10MM LEG, STAPLES UP TO 70 SHEETS, BOX OF 1000	BOX
154.	STAPLES	26/6, STANDARD, 6MM LEG, STAPLES UP TO 20 SHEETS, BOX OF 5000	BOX
155.	STAPLING MACHINE	HEAVY DUTY, METAL, STAPLES UP TO 180 SHEETS, ALL METAL DIE-CAST CONSTRUCTION, WITH RUBBER GRIP, PAPER ALIGNMENT GUIDE ALLOWS THROAT TO BE ADJUSTED TO 65MM, EASY JAM RELEASE MECHANISM USES 23/6 TO 23/10 STAPLES	EACH
LOT M - WRITING INSTRUMENTS			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
156.	CLUTCH PENCIL	0.5MM, EXTENDED RUBBER FINGER GRIP, BOX OF 12	BOX



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

157.	DATA CHECKER	ASSORTED COLOURS, FLOURESCENT LIQUID INK HIGHLIGHTER, LARGE INK CAPACITY TANK	EACH
158.	HIGHLIGHTERS	VARIOUS ASSORTED FLOURESCENT COLOURS, USES UNIVERSAL INK FOR MOST PAPERS, PACK OF 6	PACK
159.	MARKER	WHITE, DRYMARKER, VALVE CONTROLLED INK, PACK OF 6	PACK
160.	PEN	E-BALL RETRACTABLE BALLPOINT, 1MM, VARIOUS COLOURS, PACK OF 12	PACK
161.	PEN	LIQUID GEL INK PEN, ROLLER BALL 0.7MM ASSORTED COLORS, PACK OF SIX	PACK
162.	PEN	BLN15A ENERGEL 0.5MM NEEDLE TIP GEL ROLLERBALL PEN ASSORTED COLOR	PACK
163.	PEN	FIBRE, MEDIUM TIP, VARIOUS ASSORTED COLOURS, PACK OF 12	PACK
164.	PEN	8GB, SKY WI-FI, SMART PEN	EACH
165.	PEN	FINE BULLET POINT, 4MM, ALCOHOL BASED LIQUID INK, PACK OF 12	PACK
166.	PEN	BALL POINT, MEDIUM TIP, VARIOUS ASSORTED COLOURS, CLICKABLE MECHANISM, PACK OF 12	PACK
167.	PENCIL	HB, BREAK RESISTANT LEAD, EASY TO SHARPEN AND ERASE, PACK OF 12	PACK
168.	PENCIL	CLUTCH, 2MM ENGINEER, PACK OF 12	PACK
169.	PENCIL LEAD	0.5MM, HIGH POLYMER, FINE LEAD, 12 PER TUBE WITH LID	TUBE
170.	PERMANENT MARKERS	STANDARD, WATER RESISTANT, SMUDGE PROOF, BULLET POINT, ALL SURFACE USE, VARIOUS ASSORTED COLOURS, PACK OF 10	PACK
171.	PERMANENT MARKERS	0.4MM, WATER RESISTANT, SMUDGE PROOF, BULLET POINT, ALL SURFACE USE, VARIOUS ASSORTED COLOURS, PACK OF 10	PACK
172.	WHITE BOARD MARKERS	FINE BULLET POINT, 4MM, ALCOHOL BASED LIQUID INK, PACK OF 10	PACK



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

LOT N - JRA DOCUMENTS			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
173.	ATTENDANCE REGISTER HARD COVER	A4, 192 PAGES WITH TABULATED CONTENT (TO INCLUDE JRA * COJ LOGO)	EACH
174.	BULK FUEL BOOK HARD COVER	A4, 120 PAGES WITH TABULATED CONTENT (TO INCLUDE JRA & COJ LOGO)	EACH
175.	JRA ADJUSTMENT MATERIAL BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH
176.	JRA DIARY SOFT LEATHER COVER	A4, 1 PAGE PER DAY, BREAKFAST ORANGE AND DARK GREY (TO INCLUDE JRA & COJ LOGO)	EACH
177.	JRA DIARY SOFT LEATHER COVER	A5, 1 PAGE PER DAY, BREAKFAST ORANGE AND DARK GREY (TO INCLUDE JRA & COJ LOGO)	EACH
178.	JRA EXECUTIVE DIARY SOFT LEATHER COVER	A4, 1PAGE PER DAY, BLACK, PADDED WITH NOTES SECTION, BRASS CORNERS (TO INCLUDE JRA & COJ LOGO)	EACH
179.	JRA ISSUE MATERIAL BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH
180.	JRA MOTOR VEHICLE LOG BOOK HARD COVER	A4, LANDSCAPE, 150 PAGES, BIND ON LEFT HAND SIDE, (TO INCLUDE JRA & COJ LOGO)	EACH
181.	JRA RETURN MATERIAL BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH
182.	JRA TRANSFER MATERIAL BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH
183.	JRA MATERIAL QUALITY ASSURANCE BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH
184.	JRA LEAVE BOOK HARD COVER	A4, 50 PAGES (150 LEAVES IN TOTAL) PAGES WITH TABULATED CONTENT (3 X LEAVES PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

185.	TENDER REGISTRY	A3, 297MM * 420MM, FULL BOUND, CASED SQUARED THREAD SEWN, 144 PAGES, A3L OBLONG, 32 CASH COLUMN ON TWO PAGE	EACH
186.	EXECUTIVE DESK PAD CALENDAR	560MM * 420MM, ONE MONTH PER PAGE DIVIDED INTO SINGLE DAYS (DAYS OF WEEK LABELLED) WITH COMPLETE YEAR AT BOTTOM, VERTICAL COLUMN ON RIGHT SIDE FOR NOTES, HORIZONTAL SPACE AT TOP OF PAGE (TO INCLUDE JRA & COJ LOGO)	EACH
187.	YEAR CALENDER	STANDARD 12 MONTH PRINTED (TO INLCUDE JRA & COJ LOGO)	EACH
LOT O – OFFICE AUTOMATION			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
188.	LABEL PRINTING MACHINE	• PC CONNECTIVITY – USB • PC & MAC OS • INSTANT "PLUG IN AND LABEL" BUILT IN TECHNOLOGY • EASY 3 STEP PLUG IN, DESIGN AND PRINT FUNCTIONALITY • UP TO 93 LABELS PER MINUTE • 300 X 600 DPI PRINT RESOLUTION • AUTO CUTTER • SHOULD COME WITH STARTER LABEL ROLLS, USB, POWER CABLE AND SOFTWARE	EACH
189.	SHIPPING LABEL ROLLS	COMPATIBLE BROTHER QL700 MACHINE, SHIPPING LABELS 62MM X 100MM (2-3/7" X 4"), WITH CARTRIDGE	EACH
190.	TAPE CASSETTE LABELS	LAMINATED, 36MM BLACK ON WHITE TAPE, 8M	EACH
191.	3 IN 1 DESK PRINTER	EQUIVALENT TO HP PAGE WIDE PRO 477DW MULTIFUNCTION PRINTER (D3Q20B)	EACH
192.	SHREDDER	• STRAIGHT/CROSS CUT SHREDDING • CUT SIZE 4 X 40 MM • SOUND LEVEL 60 DBA • CONTINUOUS OPERATION • SHREDS CREDIT CARDS, CDS, STAPLES, PAPER DIPS • AUTO OILING • SIZE 1010 MM • BIN CAPACITY 225 LT	EACH
193.	INDUSTRIAL SHREDDER	LEVEL P-2 4 MM STRIP CUT SHEET CAPACITY*: 30-32 (70G/M2) 26-28 (80G/M2) STRIP CUT SHREDS VOLUME: 125 LITRES (CABINET) 100 LITRES (SHRED BIN), MOTOR CAPACITY 640 WATT SINGLE PHASE MOTOR DIMENSIONS 926 X 495 X 470 MM (H X W X D) WEIGHT 48 KG	EACH



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

194.	COMB BINDING	• ELECTRONIC • PUNCH (80GSM) 25 PAGES • BIND (80GSM) 450 PAGES • MAXIMUM COMB SIZE, 50MM • QUICKSTEP WORKFLOW GUIDE • ELECTRONIC PUNCHING • AUTO CENTERING AND PAPER SEPARATOR	EACH
195.	LAMINATOR	• A3 AND A4 LAMINATOR • MID TO LARGE OFFICE FOR REGULAR USE • WARM UP TIME: 90 SEC • MAXIMUM MICRON PUNCH: 250 MICRON • SPEED MM/MIN: 500 • APPROXIMATELY LAMINATION TIME (A4) 36 SEC • AUTO OFF, EXIT TRAY, ANTI JAM MANUAL RELEASE BUTTON AND FAST PUNCH THICKNESS SELECTION	EACH



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

*Please note that the list below is for **cartridges only** that are related to the printing machines indicated as "machine type". The list is **not limited to**; due to continuous changes in machines within the organisation, thus quotations will be requested from supplier/s awarded for cartridges that are not listed below. **Bidders will be required to disclose cost and a profit margin must be at a maximum of 25%.**

LOT P – CARTRIDGES (BUT NOT LIMITED TO DUE TO CHANGES IN DESK MACHINES)			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
BROTHER MACHINES			
196.	MACHINE TYPE: BROTHER HL-5150D/5140/ 5170DN/MFC-8220/MFC8440/8840D	TN3060	EACH
197.	MACHINE TYPE: BROTHER HL-4040CN, HL-4050CDN, HL-4070CDW, DCP-9040CN, DCP- 9045CDN, MFC-9440CN, MFC- 9840CDW	TN135 (BLACK) TN135 (CYAN) TN135 (YELLOW) TN135 (MAGENTA)	EACH
198.	MACHINE TYPE: BROTHER LASER HL-2130	TN2060	EACH
HP MACHINES			
199.	MACHINE TYPE: HP COLOUR LASERJET 2500 - C9705A	BLACK CARTRIDGE (C9700A) CYAN CARTRIDGE (C9700A) YELLOW CARTRIDGE (C9700A) MAGENTA CARTRIDGE (C9700A)	EACH
200.	MACHINE TYPE: HP COLOUR LASERJET 2600N - Q6455A	HP 124A BLACK (Q6000A) HP 124A CYAN (Q6001A) HP 124A YELLOW (Q6002A) HP 124A MAGENTA (Q6003A)	EACH
201.	MACHINE TYPE: HP COLOR LASERJET 4700 - Q7491A	HP 645A BLACK LASERJET (C9730A) HP 645A CYAN LASERJET (C9731A) HP 645A YELLOW LASERJET (C9732A) HP 645A MAGENTA LASERJET (C9733A)	EACH
202.	MACHINE TYPE: HP COLOUR LASERJET CP1515N - CC377A	HP 125A BLACK LASERJET (CB540A) HP 125A CYAN LASERJET (CB541A) HP 125A YELLOW LASERJET (CB542A) HP 125A MAGENTA LASERJET (CB543A)	EACH
203.	MACHINE TYPE: HP COLOR LASERJET ENTERPRISE CP5525DN/N - CE708/7A	BLACK CARTRIDGE (CE270A) CYAN CARTRIDGE (CE271A) MAGENTA CARTRIDGE (CE272A) YELLOW CARTRIDGE (CE273A)	EACH
204.	MACHINE TYPE: HP LASERJET 4350DTN - Q5409A / 4250 - Q5400A	BLACK PRINT CARTRIDGE (Q5942A)	EACH
205.	MACHINE TYPE: HP LASERJET 4200 - Q2425A	BLACK PRINT CARTRIDGE (Q1338A)	EACH



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

206.	MACHINE TYPE: HP LASERJET 4300 - Q2431A /4300N - Q2432A	BLACK PRINT CARTRIDGE (Q1339A)	EACH
207.	MACHINE TYPE: HP LASERJET ENTERPRISE M4555DN MFP - CE502A	HP 90A BLACK LASERJET TONER CARTRIDGE (CE390A)	EACH
208.	MACHINE TYPE HP LASERJET PRO 200 COLOR M251N - CF146A / M251NW - CF147A / MFP M276N - CF144A / MFP M276NW - CF145A	HP 131A BLACK LASERJET TONER CARTRIDGE (CF210A) HP 131A CYAN LASERJET TONER CARTRIDGE (CF211A) HP 131A YELLOW LASERJET TONER CARTRIDGE (CF212A) HP 131A MAGENTA LASERJET TONER CARTRIDGE (CF213A)	EACH
209.	MACHINE TYPE LASER PRO - MFP M426FDN	LASER PRO - MFP M426FDN, BLACK	EACH
210.	MACHINE TYPE OFFICE JET 7612 WIDE FORMAT PRINTER	HP 932 XL BLACK HP 933 XL CYAN HP 933 XL YELLOW HP 933 XL MAGENTA	EACH
211.	MACHINE TYPE COLOUR LASERJET PRO M281FD	HP 202X BLACK HP 202X CYAN HP 202X YELLOW HP 202X MAGENTA	EACH
LEXMARK MACHINES			
212.	MACHINE TYPE LEXMARK E 260 DN	TONER CARTRIDGE (3.5K) (E260A21E)	EACH



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

CATEGORY 2: CORPORATE PRINTING

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
LOT A: LAYOUT, DESIGN AND PRINTING			
213.	LAYOUT, DESIGN AND PRINTING OF BUSINESS CARDS	FULL COLOUR SINGLE OR DOUBLE-SIDED PRINTED ON 350GSM (9 X5 CM STANDARD SIZE)	SINGLE OR DOUBLE SIDED

CATEGORY 3: OFFICE CLEANING MACHINERY AND ACCESSORIES

LOT A – OFFICE CLEANING MACHINERY AND ACCESSORIES			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
214.	WET FLOOR/CAUTION SIGN	- SELF STANDING SIGN - CARRY HANDLE FOR COMFORTABLE CARRYING - HAZARD YELLOW PLASTIC WITH DOUBLE SIDED PRINT - FOLDING FEATURE FOR EASY STORAGE - PRINT SIZE 160X300MM - STAND SIZE 620X270MM	EACH
215.	WRINGLER TROLLEY	- PLASTIC SINGLE BUCKET AND WRINGER 36 LITER CAPACITY - STEEL HANDLE AND PRESSING MECHANISM - TO BE USED WITH A 400-GRAM MOPHEAD - PORTABLE AND LIGHTWEIGHT DESIGNS ARE IDEAL FOR USE IN ANY ENVIRONMENT	EACH
216.	HIGH PRESSURE CLEANER	- APPLICATION: INDUSTRIAL - WATER TEMPERATURE: 40 - FLOW RATE: 360 L/MIN - MAXIMUM PRESSURE RATING: 110 - MATERIAL: PLASTIC/METAL - FULL CONTROL CLICK VARIO POWER SPRAY LANCE AND DIRT BLASTER. - SUPPORTS FOR ACCESSORIES, HIGH-PRESSURE GUN AND CABLE. - CLEAN TANK SOLUTION - THE PRACTICAL CLEANING AGENT TANK SIMPLIFIES THE APPLICATION OF CLEANING AGENTS. - SUPPORTS HOME KIT, T150 PATIO CLEANER, 0.5 L PATIO AND DECK DETERGENT CAR KIT, WASH BRUSH, FOAM JET, 0.5 L CAR SHAMPOO HIGH-PRESSURE GUN.	EACH



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

217.	HEAVY DUTY INDUSTRIAL CLEANING MACHINES FOR CARPETS	• APPLICATION: WET AND DRY CLEANING • VACUUM CLEANER TYPE: INDUSTRIAL • CAPACITY 40L (CLEAN WATER AND DIRTY WATER) • POWER RATING 1050W • SUPPLY VOLTAGE 240V • CABLE LENGTH 10M • HOSE LENGTH 3.5M • FLOOR AND UPHOLSTERY TOOLS INCLUDED	EACH
218.	HEAVY DUTY INDUSTRIAL CLEANING MACHINES FOR CARPETS: MAINTENANCE / REPLACEMENT KIT	• MAINTENANCE / REPLACEMENT KIT	KIT
21	INDUSTRIAL VACUUM CLEANER	• WET AND DRY • HEAVY DUTY LOW NOISE • (56 DB (A))	EACH
22	HEAVY DUTY INDUSTRIAL SCRUBBING MACHINE WITH BUFFING ACCESSORIES	• 425MM SCRUBBING WIDTH • COMES WITH A SOLUTION TANK, DRIVE DISC, HARD SCRUBBING BRUSH AND SOFT SCRUBBING BRUSH • 10 LITER TANK - 154 RPM • SINGLE DISC • 1100 WATTS, 220V MOTOR • MEASUREMENTS 49 X 49 X 1200MM • WEIGHT 48KG • BUFFING ACCESSORIES	EACH
22	BUFFING REPLACEMENT ACCESSORIES	• BUFFING REPLACEMENT ACCESSORIES	KIT



PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

CATEGORY 4: OFFICE FURNITURE, ACCESSORIES INCLUSIVE OF ASSEMBLING AND REASSEMBLING

LOT A – CHAIRS & SEATING			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
222.	EXECUTIVE CHAIR	BIG AND TALL HIGHBACK CHAIR HEAVY DUTY SWIVEL AND TILT MECHANISM CHROME BASE - CHROME ARMS WITH PADDING FABRIC: BONDED LEATHER	EA
223.	PINNACLE VISITORS ARMCHAIR	MATT BLACK EPOXY SLEIGH FRAME NYLON ARMS WITH PADDING FABRIC: BONDED LEATHER	EA
224.	BELLO HIGHBACK CHAIR	ROMA MECHANISM NYLON BASE FLEXI ARMS (FABRIC: BONDED LEATHER)	EA
225.	BELLO VISITORS ARMCHAIR	MATT BLACK EPOXY INTEGRAL FRAME FABRIC: BONDED LEATHER	EA
226.	BODYLINE HIGHBACK CHAIR	ROMA MECHANISM NYLON BASE FLEXI ARMS FABRIC: SHADOW)	EA
227.	BODYLINE VISITORS ARMCHAIR	MATT BLACK EPOXY INTEGRAL FRAME FABRIC: SHADOW	EA
228.	TOUCH OPERATOR CHAIR	COLOURED NETTED BACK SWIVEL AND TILT MECHANISM NYLON BASE TRIO FIXED ARMS FABRIC: ATWORK	EA
229.	NORWAY MEDIUMBACK CHAIR	BLACK NETTED BACK SWIVEL AND TILT MECHANISM CHROME BASE - T ARMS	EA
230.	LINYA CONFERENCE ARMCHAIR / SIDE CHAIR -	OAK FRAME 4 LEGGED FABRIC: CONTRACT	EA
231.	PUBLIC SEATING	SILVERLINE 3 SEATER INDOOR USE ONLY NOT SUITABLE FOR USE IN HIGH TRAFFIC AREAS	EA
232.	MOCHA DOUBLE SEATER	OAK LEGS 1400WX780DX790H FABRIC: AALTO	EA
233.	MOCHA SINGLE SEATER	OAK LEGS 750WX780DX790H ,FABRIC: AALTO	EA
234.	SIDE CHAIR	FASTLINE II PLASTIC CANTEEN	EA
235.	ERGONOMIC OFFICE CHAIRS	INDIVIDUAL SPECIFIED BY SPECIALISED DOCTORS	EA



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

LOT B – DESKS & WORK STATIONS			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
236.	RECEPTION UNIT	1050HX2000WX700D 3 STANDARD DRAWERS ON LHS/RHS 1 DOOR PEDESTAL ON LHS/RHS FITTED WITH WHITE MELAMINE FEATURE PANEL	EA
237.	EXECUTIVE L-SHAPED DESK	2250X2000 - LHS	EA
238.	EXECUTIVE SINGLE PEDESTAL DESK	2025X800, WITH CENTRAL LOCKING DESK HEIGHT PEDESTAL PEN AND PENCIL DRAWER, 2 STANDARD DRAWERS - 1 DEEP FILER - PANEL LEG - DRAWERS ON LHS/RHS	EA
239.	EXECUTIVE DESK	2400X1200 – LHS/RHS	EA
240.	CREDENZA	1300X640 INCLUDING SHELF –DRAWERS ON LHS/RHS	EA
241.	BOWFRONT DESK	2100X950 INLAY - LHS DRAWERS ON RHS	EA
242.	REAR TABLE	1800X600 CENTRAL LOCKING DESK HEIGHT PEDESTAL PEN AND PENCIL TRAY 2 STANDARD DRAWERS 1 DEEP FILER DRAWER - LHS/RHS	EA
243.	DESK EXTENSION	900X600 - LHS/RHS	EA
244.	4-WAY CLUSTER UNIT	1800X800 TOPS AND 6 LEGS	SET
245.	4-WAY CLUSTER UNIT	1600X800 TOPS AND 6 LEGS	SET
246.	2-WAY BACK-TO-BACK	1800X800 TOPS AND 4 LEGS	SET
247.	2-WAY BACK-TO-BACK	1600X800 TOPS AND 4 LEGS	SET
248.	SINGLE DESK	1800X800 TOP AND 4 LEGS	EA
249.	SINGLE DESK	1600X800 TOP AND 4 LEGS	EA
LOT C – STORAGE & WALL UNITS			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
250.	ROLLER DOOR CREDENZA	900X600 INCLUDING SHELF	EA
251.	SLIDING DOOR CREDENZA	900X600 INCLUDING SHELF	EA
252.	WALL UNIT	1800HX900WX360D OPEN TOP	EA



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

253.	WALL UNIT	1800HX900WX360D HALF GLASS	EA
254.	WALL UNIT	1800HX900WX360D SOLID DOORS	EA
255.	4 DRAWER FILING CABINET	1330HX470WX605D	EA
256.	4 DRAWER FILING STEEL CABINET	1320MM (H) X 470MM (W) X630MM(D) WITH HANG RAILS, SECURITY BAR AND CENTRAL LOCKING, WEIGHT 47.2KG	EA
257.	FILING STEEL CUPBOARD	HEAVY DUTY STATIONERY CUPBOARD WITH 4 ADJUSTABLE SHELVES – 1500MM (H) X 900MM (W) X 450 MM (D) , COLOR ASSORTED, SECURITY BAR AND CENTRAL LOCKING ,WEIGHT 35KG	EA
258.	HINGED DOOR CUPBOARD	1500HX900WX450D INCLUDING 3 SHELVES	EA
259.	CREDENZA DOOR CUPBOARD	1500HX900WX450D INCLUDING 3 SHELVES	EA
260.	CENTRAL LOCKING MOBILE PEDESTAL	FLOATING PEN AND PENCIL TRAY - 3 STANDARD DRAWERS	EA
261.	DESK EXTENSION	1500WX600D PEN AND PENCIL DRAWER 2 STANDARD DRAWERS 1 DEEP FILER PEDESTAL 4 DOORS	EA
262.	DESK EXTENSION	1350WX600D FLOATING PEN AND PENCIL TRAY 2 STANDARD DRAWERS 1 DEEP FILER PEDESTAL 2 DOORS	EA
263.	STACK-ON BOOKCASE	1170HX1800WX360D 2 FULL GLASS DOORS	EA
264.	BOOKCASE FLOOR-STANDING	GLASS AND SOLID HINGED DOORS 1200HX1800WX460D	EA
265.	BULK FILING CABINETS	MOUNTABLE ,WALK IN FILING UNIT-LATERAL FILES, 12 BAY FOR LATERAL FILES, SUPPLY AND INSTALLATION	EA
266.	BULK FILING CABINETS	NOT MOUNTABLE ,WALK IN FILING UNIT-LATERAL FILES, 12 BAY FOR LATERAL FILES, SUPPLY AND INSTALLATION	EA
267.	4 TIER HINGED DOOR BOOKCASE	VENEER 1600HX800WX315D INCLUDING 3 SHELVES	EA
268.	ROLLER DOOR CREDENZA	1200X600 – EMPTY	EA



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

269.	ROLLER DOOR PEDENZA	1200X650 INCLUDING SHELF DRAWERS ON LHS/RHS	EA
270.	TOP DRAWER LOCKABLE	MOBILE PEDESTAL 3 STANDARD DRAWERS	EA
271.	CENTRAL LOCKING	MOBILE PEDESTAL PEN AND PENCIL DRAWER 1 STANDARD DRAWER 1 DEEP FILER DRAWER	EA
272.	4 DRAWER FILING CABINET	1330HX470WX605D	EA
273.	TOP DRAWER LOCKABLE SLIMLINE DESK HEIGHT PEDESTAL	1 STANDARD DRAWER 1 HINGED DOOR TOPESS	EA
274.	ROLLER DOOR STACK ON BOOKCASE	750X410 LHS/RHS	EA
275.	TALL BOY STORAGE UNIT	1082HX450WX755D PEN AND PENCIL TRAY LEVER ARCH FILING 2 DRAWERS LOCKABLE ADJUSTABLE FEET HEAVY DUTY RUNNERS AND SUPPORT WHEEL ON FRONT OF UNIT FOR STABILITY – LHS/RHS	EA
276.	SMALL BOY STORAGE UNIT	722HX450WX755D ADJUSTABLE SHELF WIRE MANAGEMENT PORTHOLES - LOCKABLE ADJUSTABLE FEET HEAVY DUTY RUNNERS AND SUPPORT WHEEL ON FRONT OF UNIT FOR STABILITY – LHS/RHS	EA
277.	W-RANGE 6 DRAWER A4	32MM TOP 1120X620X1658H	EA
278.	MOBILE UNITS (OPTIPLAN) HIGH DENSITY 10 BAY UNIT	2340X4450X1100 ,GREY USING 6 X SHELVES/7 OPENINGS (WITH A4 SIZE CONTENTS IN BOX) EACH SHELF ACCOMMODATES 2 X OFF-SITE STORAGE BOXES 14 X OFF-SITE STORAGE BOXES PER BAY	EA
279.	MOBILE UNITS (OPTIPLAN) HIGH DENSITY 8 BAY UNIT	HIGH DENSITY 8 BAY UNIT 2340X3730X1100 GREY	EA



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

		EACH SHELF ACCOMMODATES 2 X OFF-SITE ARCHIVE BOXES 12 X OFF-SITE STORAGE BOXES PER BAY	
LOT D: BOARDROOM & CONFERENCE			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
280.	CONVEX SQUARE CONFERENCE TABLE	1200X1200 - X-BASE 4 SEATER	EA
281.	ROUND CONFERENCE TABLE	1500 DIAMETER TITAN LEG 6 SEATER	
282.	SOLAIRE BARREL SHAPE CONFERENCE TABLE	2400X1200 4 STILETTO LEGS 8 SEATER	EA
283.	D-END CONFERENCE TABLE	2400X1200 V-LEGS 8 SEATER	EA
284.	EXECUTIVE D-END CONFERENCE TABLE	2800X1200 ,PLAIN TOP ,TITAN LEG 8-10 SEATER	EA
285.	RUNWAY CONFERENCE TABLE	4800X1600 SLAB LEGS ,3 PIECE GLASS ,INLAY 14-16 SEATER	EA
286.	RUNWAY CONFERENCE TABLE	6400X1600 SLAB LEGS 4 PIECE GLASS INLAY 18-20 SEATER	EA
287.	GI CONFERENCE TABLE	BLACK ACRYLIC INLAY 9500X2400 POLE LEGS 28 SEATER	EA
LOT F: SCREENS & MODESTY PANELS			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
288.	ART DESK-BASED SCREEN	STRAIGHT ALUMINIUM FRAME - FROSTED GLASS AND FABRIC • 1900X600 • 1800X600 • 1600X600 • 1500X600 • 1100X600 • 1200X350 • 1350X350 • 1500X350 • 1700X350 • 1800X350	EA
289.	FLOOR-BASED SCREEN -	STRAIGHT FABRIC AND GLASS • 1250HX500W	EA



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

		• 1250HX1000W • 1250HX1200W • 1250HX1600W	
290.	ALUM STRAIGHT CONNECTOR	500MM TO 1800MM	EA
291.	TEC ALUM T-CONNECTOR	500MM TO 1800MM	EA
292.	TEC ALUM 4-WAY CONNECTOR	500MM TO 1800MM	EA
293.	TEC ALUM 90 DEGREE CONNECTOR	500MM TO 1800MM	EA
LOT G: ACCESSORIES			
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM
294.	POLE LEG	76MM DIAMETER	EA
295.	LETTER TRAY	75HX290WX360D	EA
296.	WASTE BIN	300HX300WX300D	EA
297.	STANDING ASHTRAY/LITTER BIN	240 DIAMETER X 600H	
298.	DUMB VALET	DUMB VALET STANDARD	EA
299.	CACTUS HAT & COAT STAND	CACTUS HAT AND COAT STAND STANDARD	EA
300.	STEEL 2 TIER TEA TROLLEY	950HX910WX570D	EA
301.	STEEL 3 TIER TEA TROLLEY	950HX910WX570D	EA
302.	LOCKSET - FOR STEEL	STATIONERY CABINETS	EA
303.	SPARE KEYS	PER SET OF 2	EA
304.	LOCKSET	FOR STEEL FILING CABINETS	EA
305.	SINGLE COMPARTMENT LOCKER	1800HX300WX450D STEEL	EA
306.	OMNIA FREE-STANDING HOT AND COLD WATER DISPENSER	INCLUDING PC BOTTLE NO FRIDGE HEATING TANK CAPACITY 1 LITRE COOLING TANK CAPACITY 2 LITRE – SUITABLE FOR STAFF COMPLEMENT OF 15-20 INCLUDING SYSTEM AVAILABLE ON REQUEST	EA



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

CHAPTER 5 : EVALUATION PROCESS AND PRICING SCHEDULE

JRA/23/23

FOR

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)



a world class African city





THE EVALUATION HAVE TWO CATERGORIES

- A) FURNITURE, the evaluation criteria is pre-compliance, functionality , Price and BBEEE
 B) STATIONERY , the evaluation criteria is pre-compliance and price and BBEE

BIDDER IS NOT LIMITED TO QOUTE ON ONE CATERGORY; IT CAN QUOTE ON BOTH OR ONE.

FURNITURE, THE EVALUATION CRITERIA

PHASE 1: PRE-COMPLIANCE

STAGE 1: SUPPLY CHAIN MANAGEMENT PRE-COMPLIANCE

Bidders will have to complete and submit returnable documents requested in the bidding document to determine their eligibility to participate in the bid. Only those bidders that are responsive to the submission requirements at this stage will be further evaluated at phase 2.

MANDATORY REQUIREMENTS:

- a) Bidders must complete and submit the following documents:
 - i. Completion of all MBD forms (MBD 2, MBD 4, MDB 5 (where applicable), MBD 6.1, MBD 6.2 (where applicable), MBD 8, and MBD 9)
 - ii. Joint Venture Agreement, in case of Joint Ventures and Consortium (if applicable), clearly indicating the lead partner and percentage (%) sharing/contribution to the JV.
 - iii. Signed latest three year sets of Annual financial statements (AFS) (e.g 2021; 2022 & 2023).
 For Companies required by law, they must submit audited AFS. It must be three consecutive years and reports to be fully signed.
 - ✓ Kindly note that if you declare on MBD 5, section 1, that “YES” you are required by law to prepare audited AFS. Submit AFS that are AUDITED.
 - ✓ Also, note that the independently reviewed or compiled annual financial statements (AFS) are not considered as Audited AFS.
 - iv. Current municipal rates for the Entity and all Directors of the entity not older than 90 days and not more than 3 months in arrears (submit proof of lease agreement where premises are rented and latest



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

invoice) – ***This requirement will not disqualify bidders at this stage, but prior to recommendation stage as per MSCM reg 28(c).***

FAILURE TO COMPLETE AND SUBMIT ALL THE MBD DOCUMENTS WILL RESULT IN THE BID BEING DISQUALIFIED.

OTHER ADDITIONAL NON-MANDATORY REQUIREMENTS TO BE SUBMITTED WITH TENDER DOCUMENT

- MBD 1 Invitation to bid
- MBD 7 Contract Form
- Registered with Central Supplier Database (CSD)
- Originally Certified Copy of Identity Documentation and share certificate (as requested on MBD 6.1) not a copy of a certified copy.
- Originally certified copy of B-BBEE Certificate issued by SANAS accredited verification agent (MBD 6.1) OR a Sworn Affidavit issued in a Dti format.
- A print out of the full CSD Registration report
- A proof of banking details
- The completed tender document that is scanned page by page and saved in a pdf format on a USB and be submitted together with the documents (Soft Copy).

2. PHASE 2: FUNCTIONAL EVALUATION

Bidders who pass through the Pre-compliance evaluation will then be assessed for Functional Evaluation which is discussed in detail in the following sections. The minimum threshold to qualify a bidder is 70%. If no bidder scores 70% then the JRA reserves the right to cancel the bid and re-advertise.



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

THE WEIGHTING FOR SCORING WILL BE AS FOLLOWS

CRITERIA	WEIGHTING
Company Experience: Company must have at least three (3) year' experience in the supply and delivery of goods (office supplies) (Forms to be filled)	20
PROJECTS: Proof accompanied by correspondence from a minimum of three (3) contactable referees indicating that such project was executed (Forms to be filled)	20
Cash Flow / Credit Limit: Bidder must have a minimum cash flow requirement of At least R200, 000.00 or proof of access to credit to the stated same value.	20
Fleet or Vehicles: The Bidder must have an access to a Vehicle (s) with a minimum 2-TON truck.	25
Deliver lead-time: The Bidder should be able to deliver an order to a value above R 100 000.00 within fourteen (14) days. Forms To Be Filled)	15
Total	100



WEIGHTING TO CALCULATE THE SCORING BASED ON THE EVALUATION OF THE FUNCTIONALITY AND RATING AS SHOWN IN THE TABLE BELOW:

THE CRITERIA	REQUIREMENT	EVALUATION	SCORE	FORM OF EVIDENCE
COMPANY EXPERIENCE	Company must have at least three (3) year experience in the supply and delivery of goods (Office supplies)	Below 3 years	6	Signed Appointment Letters together with the related official Purchase order(s). Or Signed contract together with the related official Purchase order (s)/ The evidence must demonstrate the ability to deliver an order to a combined value of R 200 000.00 (Remittance advice).
		3 years	14	
		More than 3 years and above	20	
PROJECTS	Proof accompanied by correspondence from a minimum of three (3) contactable referee indicating that such project was executed	Less than 3 referees	6	JRA Reference form in bid document completed by Referee or client <i>The reference form must be accompanied by the signed appointment letters</i> (Forms to be filled) ORIGIONAL FORMS WILL BE ACCEPTED
		3 referees	14	
		More than 3 referees and more	20	
CASH FLOW / CREDIT LIMIT	Have a minimum cash flow requirement of R200, 000 or proof of access to a credit line in the same amount.	Bidder without cash flow or credit limit of R 200 000	0	Bank Statement with positive balance of R 200 000 Or Credit limit with an amount of R200 000 Or Access to funding.
		Bidder has provided proof of cash flow or credit limit of R 200 000	20	
FLEET OR VEHICLES	The Bidder must have an access to a Vehicle (s) with a minimum 2-TON truck.	Bidder does not have access to a Vehicle(s) through a lease agreement or letter of undertaking or ownership	0	Lease agreement / Proof of ownership/ letter of under taking from the vehicle supplier.
		Have access to a Vehicle(s) through a lease agreement or letter of undertaking or ownership.	25	



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

THE CRITERIA	REQUIREMENT	EVALUATION	SCORE	FORM OF EVIDENCE
LEAD TIME CAPABILITY	The Bidder should be able to deliver an order to a value above R 100 000.00 within fourteen (14) days. (Forms to be filled)	15 days and above	0	(Forms To Be Filled)
		8- 14 days	10.5	
		7 days and less	15	
	TOTAL		100	

** Time shown is to attain maximum points for delivery within 7 working days. The provided lead times for order delivery will be utilized to form bases of service level agreement throughout the contract period.*



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

FORM H: COMPANY REFERENCES FORM

**NB: THIS FORM IS TO BE COMPLETED BY THE BIDDER'S REFEREES / CLIENT AND NOT THE
 BIDDER AND MUST BE FILLED IN, SIGNED AND STAMPED BY REFEREE/CLIENT**

Client / Referee:					
Contract Number:					
Contract Description:					
Contract Value: (e.g. R0.5m)					
Start Date: (dd/mm/yyyy)					
Completion Date: (dd/mm/yyyy)					
Duration					
Was their performance satisfactory?	YES / NO				
Was the quality / specification complied with?	YES / NO If No, please furnish details:				
Please rate the service provider out of 5, with 5 being excellent and 1 score being unacceptable	1	2	3	4	5
Client Contact Person: (e.g. D. Dakolo 011 000.0000)					
<i>Duly Authorised 'Personnel signature confirming that: Form is completed in full and that the information provided is a true reflection. (please use a company stamp as well should you have one)</i>					



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

FORM H: COMPANY REFERENCES FORM

**NB: THIS FORM IS TO BE COMPLETED BY THE BIDDER'S REFEREES / CLIENT AND NOT THE BIDDER
 AND MUST BE FILLED IN, SIGNED AND STAMPED BY REFEREE/CLIENT**

Client / Referee:					
Contract Number:					
Contract Description:					
Contract Value: (e.g. R0.5m)					
Start Date: (dd/mm/yyyy)					
Completion Date: (dd/mm/yyyy)					
Duration					
Was their performance satisfactory?	YES / NO				
Was the quality / specification complied with?	YES / NO If No, please furnish details:				
Please rate the service provider out of 5, with 5 being excellent and 1 score being unacceptable	1	2	3	4	5
Client Contact Person: (e.g. D. Dakolo 011 000.0000)					
<i>Duly Authorised 'Personnel signature confirming that: Form is completed in full and that the information provided is a true reflection. (please use a company stamp as well should you have one)</i>					



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

FORM H: COMPANY REFERENCES FORM

**NB: THIS FORM IS TO BE COMPLETED BY THE BIDDER'S REFEREES / CLIENT AND NOT THE
 BIDDER AND MUST BE FILLED IN, SIGNED AND STAMPED BY REFEREE/CLIENT**

Client / Referee:					
Contract Number:					
Contract Description:					
Contract Value: (e.g. R0.5m)					
Start Date: (dd/mm/yyyy)					
Completion Date: (dd/mm/yyyy)					
Duration					
Was their performance satisfactory?	YES / NO				
Was the quality / specification complied with?	YES / NO If No, please furnish details:				
Please rate the service provider out of 5, with 5 being excellent and 1 score being unacceptable	1	2	3	4	5
Client Contact Person: (e.g. D. Dakolo 011 000.0000)					
<i>Duly Authorised 'Personnel signature confirming that: Form is completed in full and that the information provided is a true reflection. (please use a company stamp as well should you have one)</i>					



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

FORM H: COMPANY REFERENCES FORM

NB: THIS FORM IS TO BE COMPLETED BY THE BIDDER'S REFEREES / CLIENT AND NOT THE BIDDER AND MUST BE FILLED IN, SIGNED AND STAMPED BY REFEREE/CLIENT

Client / Referee:					
Contract Number:					
Contract Description:					
Contract Value: (e.g. R0.5m)					
Start Date: (dd/mm/yyyy)					
Completion Date: (dd/mm/yyyy)					
Duration					
Was their performance satisfactory?	YES / NO				
Was the quality / specification complied with?	YES / NO If No, please furnish details:				
Please rate the service provider out of 5, with 5 being excellent and 1 score being unacceptable	1	2	3	4	5
Client Contact Person: (e.g. D. Dakolo 011 000.0000)					
Duly Authorised 'Personnel signature confirming that: Form is completed in full and that the information provided is a true reflection. (please use a company stamp as well should you have one)					



JRA/23/23
PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

FORM H: COMPANY REFERENCES FORM

NB: THIS FORM IS TO BE COMPLETED BY THE BIDDER'S REFEREES / CLIENT AND NOT THE BIDDER AND MUST BE FILLED IN, SIGNED AND STAMPED BY REFEREE/CLIENT

Client / Referee:					
Contract Number:					
Contract Description:					
Contract Value: (e.g. R0.5m)					
Start Date: (dd/mm/yyyy)					
Completion Date: (dd/mm/yyyy)					
Duration					
Was their performance satisfactory?	YES / NO				
Was the quality / specification complied with?	YES / NO If No, please furnish details:				
Please rate the service provider out of 5, with 5 being excellent and 1 score being unacceptable	1	2	3	4	5
Client Contact Person: (e.g. D. Dakolo 011 000.0000)					
<i>Duly Authorised 'Personnel signature affirming that: Form is completed in full that the information provided is a true action. (please use a company stamp and seal should you have one)</i>					

Note: Failure to fully complete and submit the below table will result in the bid offer being non-responsive,



JRA/23/23

PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY, OFFICE FURNITURE AND MACHINERY “AS AND WHEN” REQUIRED BY THE JRA FOR A PERIOD OF THREE YEARS (36 MONTHS)

FORM I: DELIVERY FORM

BEC will not allocate any points for further consideration only on this sub-category (0 points will be allocated).

The times entered into the table will be used to conduct scoring for the functional evaluation.

DELIVERY/LEAD TIME:	DELIVERY TIMES	BIDDERS DELIVERY TIMES <i>(Select the appropriate lead time)</i>	COMMENTS
The Bidder should be able to deliver an order to a value above R 100 000.00 within fourteen (14) days.	Order delivered between 7 working days OR LESS upon the receipt of official Purchase order.		
	Order delivered between 8 – 14 working days upon the receipt of official Purchase order		
	Order delivered in 15 working days and above upon the receipt of official Purchase order		

**** Time shown is to attain maximum points for delivery within 7 working days. The provided lead times for order delivery will be utilized to form bases of service level agreement throughout the contract period.***

NAME OF BIDDERCAPACITY

SIGNATUREDATE.....



3. PRICE AND PREFERENTIAL POINTS EVALUATION

The **third phase** is to perform an evaluation of Price and Preferential Points on the bidders that successful qualified on the technical functionality evaluation, i.e. bidders who achieved a minimum score of 70%.

The procedure for the evaluation of responsive tenders is Method 2. The financial offer will be scored using Formula 2 (option 2) using appropriate formula, depending on whether Contract amount is Less than **OR** More than R50 000 000 as follows:

3.1 THE 90/10 PREFERENCE POINT SYSTEMS

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

90/10

$$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s	=	Points scored for price of bid under consideration
P_t	=	Price of bid under consideration
P_{min}	=	Price of lowest acceptable bid

4. PRICING SCHEDULE

Price(s) must include cost of supply, delivery, off-loading and removal where applicable. Prices must be exclusive of VAT, on the pricing schedule.

Bidders are encouraged to bid for a complete group of items. The JRA reserves the right to award the bid per complete group or complete sub-group or per item however, preference will be given to bidders that bid for all items in group

Bidders must indicate the group they are **NOT** bidding for, as “**NOT APPLICABLE / N/A / NOT BIDDING**”.

The quantities set out in the pricing schedule are for evaluation purposes only. It is to be noted by the supplier that the JRA will not be bound by any minimum quantities specified in the pricing schedule.

ALL PRICES QUOTED MUST BE INCLUSIVE OF DELIVERY AND OFFLOADING COSTS AND **REMAIN FIRM FOR THE FIRST TWELVE (12) MONTHS FROM DATE BID CLOSING**, THEREAFTER



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

PRICE ADJUSTMENTS WILL BE NEGOTIATED AT CPI (COST PRICE INDEX). THE QUANTITIES SET OUT IN THE PRICING SCHEDULE ARE FOR EVALUATION PURPOSES ONLY.

PRICES FOR FURNITURE MUST BE INCLUSIVE OF ASSEMBLING AND REASSEMBLING

PRICING SCHEDULE FOR FURNITURE

LOT P – CARTRIDGES (BUT NOT LIMITED TO DUE TO CHANGES IN DESK MACHINES)						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
BROTHER MACHINES						
1.	MACHINE TYPE: BROTHER HL-5150D/5140/ 5170DN/MFC- 8220/MFC8440/8840D	TN3060	EACH		20	
2.	MACHINE TYPE: BROTHER HL-4040CN, HL- 4050CDN, HL-4070CDW, DCP- 9040CN, DCP-9045CDN, MFC- 9440CN, MFC-9840CDW	TN135 (BLACK) TN135 (CYAN) TN135 (YELLOW) TN135 (MAGENTA)	EACH		20	
3.	MACHINE TYPE: BROTHER LASER HL-2130	TN2060	EACH		20	
HP MACHINES						
4.	MACHINE TYPE: HP COLOUR LASERJET 2500 - C9705A	BLACK CARTRIDGE (C9700A) CYAN CARTRIDGE (C9700A) YELLOW CARTRIDGE (C9700A) MAGENTA CARTRIDGE (C9700A)	EACH		20	
5.	MACHINE TYPE: HP COLOUR LASERJET 2600N - Q6455A	HP 124A BLACK (Q6000A) HP 124A CYAN (Q6001A) HP 124A YELLOW (Q6002A) HP 124A MAGENTA (Q6003A)	EACH		20	
6.	MACHINE TYPE: HP COLOR LASERJET 4700 - Q7491A	HP 645A BLACK LASERJET (C9730A) HP 645A CYAN LASERJET (C9731A) HP 645A YELLOW LASERJET (C9732A) HP 645A MAGENTA LASERJET (C9733A)	EACH		20	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT P – CARTRIDGES (BUT NOT LIMITED TO DUE TO CHANGES IN DESK MACHINES)

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
7.	MACHINE TYPE: HP COLOUR LASERJET CP1515N - CC377A	HP 125A BLACK LASERJET (CB540A) HP 125A CYAN LASERJET (CB541A) HP 125A YELLOW LASERJET (CB542A) HP 125A MAGENTA LASERJET (CB543A)	EACH		20	
8.	MACHINE TYPE: HP COLOR LASERJET ENTERPRISE CP5525DN/N - CE708/7A	BLACK CARTRIDGE (CE270A) CYAN CARTRIDGE (CE271A) MAGENTA CARTRIDGE (CE272A) YELLOW CARTRIDGE (CE273A)	EACH		20	
9.	MACHINE TYPE: HP LASERJET 4350DTN - Q5409A / 4250 - Q5400A	BLACK PRINT CARTRIDGE (Q5942A)	EACH		20	
10.	MACHINE TYPE: HP LASERJET 4200 - Q2425A	BLACK PRINT CARTRIDGE (Q1338A)	EACH		20	
11.	MACHINE TYPE: HP LASERJET 4300 - Q2431A /4300N - Q2432A	BLACK PRINT CARTRIDGE (Q1339A)	EACH		20	
12.	MACHINE TYPE: HP LASERJET ENTERPRISE M4555DN MFP - CE502A	HP 90A BLACK LASERJET TONER CARTRIDGE (CE390A)	EACH		20	
13.	MACHINE TYPE HP LASERJET PRO 200 COLOR M251N - CF146A / M251NW - CF147A / MFP M276N - CF144A / MFP M276NW - CF145A	HP 131A BLACK LASERJET TONER CARTRIDGE (CF210A) HP 131A CYAN LASERJET TONER CARTRIDGE (CF211A)	EACH		20	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT P – CARTRIDGES (BUT NOT LIMITED TO DUE TO CHANGES IN DESK MACHINES)

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
		HP 131A YELLOW LASERJET TONER CARTRIDGE (CF212A) HP 131A MAGENTA LASERJET TONER CARTRIDGE (CF213A)				
14.	MACHINE TYPE LASER PRO - MFP M426FDN	LASER PRO - MFP M426FDN, BLACK	EACH		20	
15.	MACHINE TYPE OFFICE JET 7612 WIDE FORMAT PRINTER	HP 932 XL BLACK HP 933 XL CYAN HP 933 XL YELLOW HP 933 XL MAGENTA	EACH		20	
16.	MACHINE TYPE COLOUR LASERJET PRO M281FD	HP 202X BLACK HP 202X CYAN HP 202X YELLOW HP 202X MAGENTA	EACH		20	
LEXMARK MACHINES						
17.	MACHINE TYPE LEXMARK E 260 DN	TONER CARTRIDGE (3.5K) (E260A21E)	EACH		20	
TOTAL					R	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

CATEGORY 2: LAYOUT, DESIGN AND PRINTING

LOT Q –LAYOUT, DESIGN AND PRINTING						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATE D QUANTITY	TOTAL PRICE (EXCL. VAT)
18.	LAYOUT, DESIGN AND PRINTING OF BUSINESS CARDS	FULL COLOUR SINGLE OR DOUBLE-SIDED PRINTED ON 350GSM (9 X5 CM STANDARD SIZE)				
19.		• SINGLE SIDED	EACH CARD		3000	
20.		• DOUBLE SIDED	EACH CARD		1000	
TOTAL					R	

CATEGORY 3: OFFICE CLEANING MACHINERY AND ACCESSORIES

LOT A – OFFICE CLEANING MACHINERY AND ACCESSORIES						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
21.	WET FLOOR/CAUTION SIGN	• SELF STANDING SIGN • CARRY HANDLE FOR COMFORTABLE CARRYING • HAZARD YELLOW PLASTIC WITH DOUBLE SIDED PRINT • FOLDING FEATURE FOR EASY STORAGE • PRINT SIZE 160X300MM • STAND SIZE 620X270MM	EACH		20	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – OFFICE CLEANING MACHINERY AND ACCESSORIES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
22.	WRINGLER TROLLEY	• PLASTIC SINGLE BUCKET AND WRINGER • 36 LITER CAPACITY • STEEL HANDLE AND PRESSING MECHANISM • TO BE USED WITH A 400-GRAM MOPHEAD • PORTABLE AND LIGHTWEIGHT DESIGNS ARE IDEAL FOR USE IN ANY ENVIRONMENT	EACH		50	
23.	HIGH PRESSURE CLEANER	• APPLICATION: INDUSTRIAL • WATER TEMPERATURE: 40 • FLOW RATE: 360 L/MIN • MAXIMUM PRESSURE RATING: 110 • MATERIAL: PLASTIC/METAL • FULL CONTROL CLICK VARIO POWER SPRAY LANCE AND DIRT BLASTER. • SUPPORTS FOR ACCESSORIES, HIGH-PRESSURE GUN AND CABLE. • CLEAN TANK SOLUTION • THE PRACTICAL CLEANING AGENT TANK SIMPLIFIES THE	EACH		10	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – OFFICE CLEANING MACHINERY AND ACCESSORIES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
		APPLICATION OF CLEANING AGENTS. SUPPORTS HOME KIT, T150 PATIO CLEANER, 0.5 L PATIO AND DECK DETERGENT CAR KIT, WASH BRUSH, FOAM JET, 0.5 L CAR SHAMPOO HIGH-PRESSURE GUN.				
24.	HEAVY DUTY INDUSTRIAL CLEANING MACHINES FOR CARPETS	- APPLICATION: WET AND DRY CLEANING - VACUUM CLEANER TYPE: INDUSTRIAL - CAPACITY 40L (CLEAN WATER AND DIRTY WATER) - POWER RATING 1050W - SUPPLY VOLTAGE 240V - CABLE LENGTH 10M - HOSE LENGTH 3.5M - FLOOR AND UPHOLSTERY TOOLS INCLUDED	EACH		10	
25.	HEAVY DUTY INDUSTRIAL CLEANING MACHINES FOR CARPETS: MAINTENANCE / REPLACEMENT KIT	MAINTENANCE / REPLACEMENT KIT	KIT		50	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – OFFICE CLEANING MACHINERY AND ACCESSORIES						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
26.	INDUSTRIAL VACUUM CLEANER	• WET AND DRY • HEAVY DUTY LOW NOISE • (56 DB (A))	EACH		30	
27.	HEAVY DUTY INDUSTRIAL SCRUBBING MACHINE WITH BUFFING ACCESSORIES	• 425MM SCRUBBING WIDTH • COMES WITH A SOLUTION TANK, DRIVE DISC, HARD SCRUBBING BRUSH AND SOFT SCRUBBING BRUSH • 10 LITER TANK - 154 RPM • SINGLE DISC • 1100 WATTS, 220V MOTOR • MEASUREMENTS 49 X 49 X 1200MM • WEIGHT 48KG • BUFFING ACCESSORIES	EACH		5	
28.	HEAVY DUTY INDUSTRIAL SCRUBBING MACHINE: BUFFING REPLACEMENT ACCESSORIES	• BUFFING REPLACEMENT ACCESSORIES	KIT		5	
TOTAL					R	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

CATEGORY 4: OFFICE FURNITURE & ACCESSORIES

LOT A – CHAIRS & SEATING						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
29.	EXECUTIVE CHAIR	BIG AND TALL HIGHBACK CHAIR HEAVY DUTY SWIVEL AND TILT MECHANISM CHROME BASE - CHROME ARMS WITH PADDING FABRIC: BONDED LEATHER	EA		50	
30.	PINNACLE VISITORS ARMCHAIR	MATT BLACK EPOXY SLEIGH FRAME NYLON ARMS WITH PADDING FABRIC: BONDED LEATHER	EA		50	
31.	BELLO HIGHBACK CHAIR	ROMA MECHANISM NYLON BASE FLEXI ARMS (FABRIC: BONDED LEATHER)	EA		50	
32.	BELLO VISITORS ARMCHAIR	MATT BLACK EPOXY INTEGRAL FRAME FABRIC: BONDED LEATHER	EA		100	
33.	BODYLINE HIGHBACK CHAIR	ROMA MECHANISM NYLON BASE FLEXI ARMS FABRIC: SHADOW)	EA		50	
34.	BODYLINE VISITORS ARMCHAIR	MATT BLACK EPOXY INTEGRAL FRAME FABRIC: SHADOW	EA		50	
35.	TOUCH OPERATOR CHAIR	COLOURED NETTED BACK SWIVEL AND TILT MECHANISM	EA		100	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

		NYLON BASE TRIO FIXED ARMS FABRIC: ATWORK				
36.	NORWAY MEDIUM BACK CHAIR	BLACK NETTED BACK SWIVEL AND TILT MECHANISM CHROME BASE - T ARMS	EA		50	
37.	LINYA CONFERENCE ARMCHAIR / SIDE CHAIR -	OAK FRAME 4 LEGGED FABRIC: CONTRACT	EA		100	
38.	PUBLIC SEATING	SILVERLINE 3 SEATER INDOOR USE ONLY NOT SUITABLE FOR USE IN HIGH TRAFFIC AREAS	EA		50	
39.	MOCHA DOUBLE SEATER	OAK LEGS 1400WX780DX790H FABRIC: AALTO	EA		50	
40.	MOCHA SINGLE SEATER	OAK LEGS 750WX780DX790H FABRIC: AALTO	EA		50	
41.	SIDE CHAIR	FASTLINE II PLASTIC CANTEEN	EA		100	
TOTAL					R	
LOT B – DESKS & WORK STATIONS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
42.	RECEPTION UNIT	VENEER 1050HX2000WX700D 3 STANDARD DRAWERS ON LHS/RHS 1 DOOR PEDESTAL ON LHS/RHS	EA		50	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

		FITTED WITH WHITE MELAMINE FEATURE PANEL				
43.	EXECUTIVE L-SHAPED DESK	VENEER 2250X2000 - LHS	EA		50	
44.	EXECUTIVE SINGLE PEDESTAL DESK	VENEER 2025X800, WITH CENTRAL LOCKING DESK HEIGHT PEDESTAL PEN AND PENCIL DRAWER, 2 STANDARD DRAWERS - 1 DEEP FILER - PANEL LEG - DRAWERS ON LHS/RHS	EA		50	
45.	EXECUTIVE DESK	VENEER 2400X1200 – LHS/RHS	EA		50	
46.	PEDENZA	VENEER INCLUDING SHELF DRAWERS ON LHS/RHS	EA		50	
47.	BOWFRONT DESK	MELAMINE 2100X950 INLAY - LHS DRAWERS ON RHS	EA		50	
48.	REAR TABLE	MELAMINE 1800X600 CENTRAL LOCKING DESK HEIGHT PEDESTAL PEN AND PENCIL TRAY 2 STANDARD DRAWERS 1 DEEP FILER DRAWER - LHS/RHS	EA		50	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

49.	DESK EXTENSION	MELAMINE / VENEER 900X600 - LHS/RHS	EA		50	
50.	4-WAY CLUSTER UNIT	MELAMINE 1800X800 TOPS AND 6 LEGS	SET		50	
51.	4-WAY CLUSTER UNIT	MELAMINE 1600X800 TOPS AND 6 LEGS	SET		50	
52.	2-WAY BACK-TO-BACK	MELAMINE 1800X800 TOPS AND 4 LEGS	SET		50	
53.	2-WAY BACK-TO-BACK	MELAMINE 1600X800 TOPS AND 4 LEGS	SET		50	
54.	SINGLE DESK	MELAMINE 1800X800 TOP AND 4 LEGS	EA		50	
55.	SINGLE DESK	MELAMINE 1600X800 TOP AND 4 LEGS	EA		50	
TOTAL					R	
LOT C – STORAGE & WALL UNITS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
56.	ROLLER DOOR CREDENZA	MELAMINE 900X600 INCLUDING SHELF	EA		80	
57.	SLIDING DOOR CREDENZA	MELAMINE 900X600 INCLUDING SHELF	EA		80	
58.	WALL UNIT	VENEER 1800HX900WX360D OPEN TOP	EA		80	
59.	WALL UNIT	VENEER	EA		80	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

		1800HX900WX360D HALF GLASS				
60.	WALL UNIT	veneer 1800HX900WX360D SOLID DOORS	EA		80	
61.	4 DRAWER FILING CABINET	MELAMINE 1330HX470WX605D	EA		80	
62.	HINGED DOOR CUPBOARD	MELAMINE 1500HX900WX450D INCLUDING 3 SHELVES	EA		80	
63.	CREDENZA DOOR CUPBOARD	MELAMINE 1500HX900WX450D INCLUDING 3 SHELVES	EA		80	
64.	CENTRAL LOCKING MOBILE PEDESTAL	MELAMINE FLOATING PEN AND PENCIL TRAY - 3 STANDARD DRAWERS	EA		80	
65.	DESK EXTENSION	veneer 1500WX600D PEN AND PENCIL DRAWER 2 STANDARD DRAWERS 1 DEEP FILER PEDESTAL 4 DOORS	EA		80	
66.	DESK EXTENSION	veneer 1350WX600D FLOATING PEN AND PENCIL TRAY 2 STANDARD DRAWERS 1 DEEP FILER PEDESTAL 2 DOORS	EA		80	
67.	STACK-ON BOOKCASE	veneer 1170HX1800WX360D	EA		50	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

		2 FULL GLASS DOORS				
68.	BOOKCASE FLOOR- STANDING	veneer GLASS AND SOLID HINGED DOORS 1200HX1800WX460D	EA		50	
69.	4 TIER HINGED DOOR BOOKCASE	veneer 1600HX800WX315D INCLUDING 3 SHELVES	EA		20	
70.	ROLLER DOOR CREDENZA	veneer / MELAMINE 1200X600 - EMPTY	EA		50	
71.	ROLLER DOOR PEDENZA	veneer / MELAMINE 1200X650 INCLUDING SHELF DRAWERS ON LHS/RHS	EA		50	
72.	TOP DRAWER LOCKABLE	veneer / MELAMINE MOBILE PEDESTAL 3 STANDARD DRAWERS	EA		50	
73.	CENTRAL LOCKING	veneer / MELAMINE MOBILE PEDESTAL PEN AND PENCIL DRAWER 1 STANDARD DRAWER 1 DEEP FILER DRAWER	EA		50	
74.	4 DRAWER FILING CABINET	veneer / MELAMINE 1330HX470WX605D	EA		50	
75.	TOP DRAWER LOCKABLE SLIMLINE DESK HEIGHT PEDESTAL	veneer / MELAMINE 1 STANDARD DRAWER 1 HINGED DOOR TOPLESS	EA		50	
76.	ROLLER DOOR STACK ON BOOKCASE	veneer / MELAMINE 750X410	EA		50	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

		LHS/RHS				
77.	TALL BOY STORAGE UNIT	VENEER / MELAMINE 1082HX450WX755D PEN AND PENCIL TRAY LEVER ARCH FILING 2 DRAWERS LOCKABLE ADJUSTABLE FEET HEAVY DUTY RUNNERS AND SUPPORT WHEEL ON FRONT OF UNIT FOR STABILITY – LHS/RHS	EA		50	
78.	SMALL BOY STORAGE UNIT	VENEER / MELAMINE 722HX450WX755D ADJUSTABLE SHELF WIRE MANAGEMENT PORTHOLES LOCKABLE, ADJUSTABLE FEET HEAVY DUTY RUNNERS AND SUPPORT WHEEL ON FRONT OF UNIT FOR STABILITY – LHS/RHS	EA		50	
79.	W-RANGE 6 DRAWER A4	VENEER / MELAMINE 32MM TOP 1120X620X1658H	EA		50	
80.	MOBILE UNITS (OPTIPLAN) HIGH DENSITY 10 BAY UNIT	VENEER / MELAMINE 2340X4450X1100 GREY USING 6 X SHELVES/7 OPENINGS (WITH A4 SIZE CONTENTS IN BOX) EACH SHELF ACCOMMODATES 2 X OFF-SITE STORAGE BOXES	EA		50	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

		14 X OFF-SITE STORAGE BOXES PER BAY				
81.	MOBILE UNITS (OPTIPLAN) HIGH DENSITY 8 BAY UNIT	VENEER / MELAMINE HIGH DENSITY 8 BAY UNIT 2340X3730X1100 GREY EACH SHELF ACCOMMODATES 2 X OFF-SITE ARCHIVE BOXES 12 X OFF-SITE STORAGE BOXES PER BAY	EA		50	
TOTAL					R	
LOT D: BOARDROOM & CONFERENCE						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
82.	CONVEX SQUARE CONFERENCE TABLE	VENEER / MELAMINE 1200X1200 - X-BASE, 4 SEATER	EA		20	
83.	ROUND CONFERENCE TABLE	VENEER / MELAMINE 1500 DIAMETER TITAN LEG, 6 SEATER	EA		20	
84.	SOLAIRE BARREL SHAPE CONFERENCE TABLE	VENEER / MELAMINE 2400X1200 4 STILETTO LEGS, 8 SEATER	EA		20	
85.	D-END CONFERENCE TABLE	VENEER / MELAMINE 2400X1200 V-LEGS, 8 SEATER	EA		20	
86.	EXECUTIVE D-END CONFERENCE TABLE	VENEER / MELAMINE 2800X1200, PLAIN TOP TITAN LEG, 8-10 SEATER	EA		10	
87.	RUNWAY CONFERENCE TABLE	VENEER / MELAMINE 4800X1600, SLAB LEGS	EA		10	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

		3 PIECE GLASS INLAY, 14-16 SEATER				
88.	RUNWAY CONFERENCE TABLE	VENEER / MELAMINE 6400X1600 SLAB LEGS 4 PIECE GLASS INLAY, 18-20 SEATER	EA		10	
89.	GI CONFERENCE TABLE	VENEER / MELAMINE BLACK ACRYLIC INLAY 9500X2400 POLE LEGS, 28 SEATER	EA		5	
LOT E: SCREENS & MODESTY PANELS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
90.	ART DESK-BASED SCREEN	STRAIGHT ALUMINIUM FRAME - FROSTED GLASS AND FABRIC	EA			
		a. SIZE: 1900X600			80	
		b. SIZE: 1800X600			80	
		c. SIZE: 1600X600			80	
		d. SIZE: 1500X600			80	
		e. SIZE: 1100X600			80	
		f. SIZE: 1200X350			80	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

		g. SIZE: 1350X350			80	
		h. SIZE: 1500X350			80	
		i. SIZE: 1700X350			80	
		j. SIZE: 1800X350			80	
91.	FLOOR-BASED SCREEN	STRAIGHT FABRIC AND GLASS	EA			
		a) SIZE: 1250HX500W			100	
		b) SIZE: 1250HX1000W			100	
		c) SIZE 1250HX1200W			100	
		d) SIZE: 1250HX1600W			100	
275	ALUM STRAIGHT CONNECTOR	500MM TO 1800MM	EA		100	
276	TEC ALUM T-CONNECTOR	500MM TO 1800MM	EA		100	
277	TEC ALUM 4-WAY CONNECTOR	500MM TO 1800MM	EA		100	
278	TEC ALUM 90 DEGREE CONNECTOR	500MM TO 1800MM	EA		100	
TOTAL					R	
LOT F: ACCESSORIES						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
279	POLE LEG	76MM DIAMETER	EA		50	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

280	LETTER TRAY	75HX290WX360D	EA		100	
281	WASTE BIN	300HX300WX300D	EA		50	
282	STANDING ASHTRAY/LITTER BIN	240 DIAMETER X 600H			50	
283	DUMB VALET	DUMB VALET STANDARD	EA		50	
284	CACTUS HAT & COAT STAND	CACTUS HAT AND COAT STAND STANDARD	EA		50	
285	STEEL 2 TIER TEA TROLLEY	950HX910WX570D	EA		50	
286	STEEL 3 TIER TEA TROLLEY	950HX910WX570D	EA		50	
287	LOCKSET - FOR STEEL	STATIONERY CABINETS	EA		100	
288	SPARE KEYS	PER SET OF 2	EA		100	
289	LOCKSET	FOR STEEL FILING CABINETS	EA		100	
290	SINGLE COMPARTMENT LOCKER	1800HX300WX450D STEEL	EA		100	
291	OMNIA FREE-STANDING HOT AND COLD WATER DISPENSER	INCLUDING PC BOTTLE NO FRIDGE HEATING TANK CAPACITY 1 LITRE COOLING TANK CAPACITY 2 LITRE – SUITABLE FOR STAFF COMPLEMENT OF 15-20 INCLUDING SYSTEM AVAILABLE ON REQUEST	EA		50	
TOTAL					R	

b) EVALUATION CRITERIA FOR THE STATIONERY

PHASE 1: PRE-COMPLIANCE

STAGE 1: SUPPLY CHAIN MANAGEMENT PRE-COMPLIANCE

Bidders will have to complete and submit returnable documents requested in the bidding document to determine their eligibility to participate in the bid. Only those bidders that are responsive to the submission requirements at this stage will be further evaluated at phase 2.

Mandatory requirements:

- c) Bidders must complete and submit the following documents:
- i. Completion of all MBD forms (MBD 2, MBD 4, MBD 5 (where applicable), MBD 6.1, MBD 6.2 (where applicable), MBD 8, and MBD 9)
 - ii. Joint Venture Agreement, in case of Joint Ventures and Consortium (if applicable), clearly indicating the lead partner and percentage (%) sharing/contribution to the JV.
 - iii. Signed Latest three year sets of Annual financial statements (AFS) (e.g 2021; 2022 & 2023). For Companies required by law, they must submit audited AFS. It must be three consecutive years and reports to be fully signed.
 - ✓ Kindly note that if you declare on MBD 5, section 1, that “YES” you are required by law to prepare audited AFS. Submit AFS that are AUDITED.
 - ✓ Also, note that the independently reviewed or compiled annual financial statements (AFS) are not considered as Audited AFS.
 - iv. Current municipal rates for the Entity and all Directors of the entity not older than 90 days and not more than 3 months in arrears (submit proof of lease agreement where premises are rented and latest invoice) – ***This requirement will not disqualify bidders at this stage, but prior to recommendation stage as per MSCM reg 28(c).***

FAILURE TO COMPLETE AND SUBMIT ALL THE MBD DOCUMENTS WILL RESULT IN THE BID BEING DISQUALIFIED.

OTHER ADDITIONAL NON-MANDATORY REQUIREMENTS TO BE SUBMITTED WITH TENDER DOCUMENT

- MBD 1 Invitation to bid
- MBD 7 Contract Form
- Registered with Central Supplier Database (CSD)
- Originally, Certified Copy of Identity Documentation and share certificate (as requested on MBD 6.1) not a copy of a certified copy.
- Originally, certified copy of B-BBEE Certificate issued by SANAS accredited verification agent (MBD 6.1) OR a Sworn Affidavit issued in a Dti format.



- A print out of the full CSD Registration report
- A proof of banking details

PHASE 2: PRICE AND PREFERENTIAL POINTS EVALUATION

The **second phase** is to perform an evaluation of Price and Preferential Points on the bidders that successful qualified on the pre compliance evaluation., i.e bidder who is response from pre-compliance

The procedure for the evaluation of responsive tenders is Method 2. The financial offer will be scored using Formula 2 (option 2) using appropriate formula, depending on whether Contract amount is Less than OR More than R50 000 000 as follows:

4.1 THE 90/10 PREFERENCE POINT SYSTEMS

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

90/10

$$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s	=	Points scored for price of bid under consideration
P_t	=	Price of bid under consideration
P_{min}	=	Price of lowest acceptable bid

5. PRICING SCHEDULE

Price(s) must include cost of supply, delivery, off-loading and removal where applicable. Prices must be exclusive of VAT, on the pricing schedule.

Bidders are encouraged to bid for a complete group of items. The JRA reserves the right to award the bid per complete group or complete sub-group or per item however, preference will be given to bidders that bid for all items in-group.

BIDDER MUST QUOTE ALL ITEMS IN A PARTICULAR GROUP; FAILURE WILL LEAD TO NON-RESPONSIVE FOR THAT PARTICULAR GROUP.

Bidders must indicate the group they are **NOT** bidding for, as "**NOT APPLICABLE / N/A / NOT BIDDING**".

The quantities set out in the pricing schedule are for evaluation purposes only. It is to be noted by the supplier that the JRA will not be bound by any minimum quantities specified in the pricing schedule.



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

ALL PRICES QUOTED MUST BE INCLUSIVE OF DELIVERY AND OFFLOADING COSTS AND **REMAIN FIRM FOR THE FIRST TWELVE (12) MONTHS FROM DATE BID CLOSING**, THEREAFTER PRICE ADJUSTMENTS WILL BE NEGOTIATED AT CPI (COST PRICE INDEX). THE QUANTITIES SET OUT IN THE PRICING SCHEDULE ARE FOR EVALUATION PURPOSES ONLY.

PRICING SCHEDULE FOR SUPPLY AND DELIVERY OF STATIONERY

CATEGORY 1:

LOT A – TAPES AND ADHESIVES						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
92.	CELLOTAPE	12MMX66M, PREMIUM CLEAR	EACH		100	
93.	CELLOTAPE	25MMX66MM, PREMIUM CLEAR	EACH		100	
94.	CELLOTAPE	48MMX50MM, PREMIUM CLEAR	EACH		100	
95.	CONFIDENTIAL STICKERS	BOX OF 125	BOX		100	
96.	GLUE STICK	22G, NON TOXIC, WASHABLE, SOLVENT FREE, TWIST FEED MECHANISM AT BOTTOM	EACH		100	
97.	MASKING TAPE	25MM	EACH		100	
98.	MASKING TAPE	12MM	EACH		100	
99.	OFFICE PASTE	250ML	EACH		200	
100.	PER HAND STICKERS	BOX OF 125 (SHEET FORM LABELS)	BOX		100	
101.	PRESTIK OR EQUIVALENT	100G	EACH		100	
102.	PRITT OR EQUIVALENT	20G	EACH		200	
103.	URGENT STICKERS	BOX OF 125	BOX		100	
104.	TOWER STICKERS	SHEET OF 700, SELF-ADHESIVE LABELS, VARIOUS COLOURS, C10-C19	BOX		100	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
TOTAL						
LOT B - BOOKS, PADS, CARBON						
105.	CARBON PAPER	A4 PACK OF 10	PACK		50	
106.	DELIVERY BOOK HARD COVER	A5, 100 LEAVES (PEN CARBON DUPLICATE)	EACH		50	
107.	DUPLICATE BOOK	A6, 100 LEAVES (PEN CARBON DUPLICATE)	EACH		50	
108.	DUPLICATE BOOK	A4, 100 LEAVES (PEN CARBON DUPLICATE)	EACH		50	
109.	DUPLICATE BOOK	A5, 100 LEAVES (PEN CARBON DUPLICATE)	EACH		50	
110.	EXAM PAD	A4, 72 PAGES	EACH		300	
111.	INDEX BOOK HARD COVER	A4, 92 PAGES (CATEGORISED RIGHT MARGIN)	EACH		400	
112.	MAP BOOK	GAUTENG COMPLETE STREET GUIDE, LATEST EDITION, SCALE - 1:20 000, SOFT COVER, PLASTIC SPIRAL BOUND, 297MM * 210MM	EACH		50	
113.	NOTE BOOK HARD COVER	A6, 144 PAGES	EACH		500	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
114.	NOTE PAD	SMART SCRIBE FLIP NOTE PAD, PACK OF 4, BLUE COVER, MOROCCAN MINIM WRAP	EACH		500	
115.	NOTEBOOK	A5, PACK OF 4	EACH		50	
116.	NOTEBOOK HARD COVER	A4, 192 PAGES FEINT & MARGIN	EACH		200	
117.	PETTY CASH PAD	150MM * 100MM, 40 PAGES, BOARD BACK	EACH		150	
118.	SPIRAL NOTEBOOK, SHORTHAND	A5, 72 PAGES FLIP UP	EACH		100	
119.	TELEPHONE MESSAGE BOOK SOFT COVER	3 TO VIEW, 50 SHEETS (CARBON DUPLICATE)	EACH			
120.	OCCURRENCE BOOK (OB BOOK AND MUST BE BRADED	Sequence in number	EACH			
121.	SECURITY POCKET BOOK AND MUST BE BRADED	Sequence in number	EACH		50	
122.	ACCESS CONTROL REGISTER – MUST BE BRADED	Sequence in number	EACH		20	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
TOTAL						

LOT C - CALCULATORS, ADDING MACHINES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
123.	OFFICE CALCULATORS	12 DIGITS, LARGE, HANDHELD	EACH		100	
124.	OFFICE CALCULATORS	SCIENTIFIC, NATURAL TEXTBOOK DISPLAY, PREVIOUS ANSWER KEY, OVER 250 FUNCTIONS, PRIME FACTORISATION WITH NEXT GENERATION FUNCTIONALITY	EACH		100	
TOTAL					R	

LOT C - CALCULATORS, ADDING MACHINES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
125.	CORRECTION FLUID	SUPER WHITE, 20ML	EACH		100	
126.	CORRECTION PEN	FINE POINT METAL TIP, 12MM	EACH		100	
TOTAL					R	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
-----	---------------	---------------	-----	---------------------------	-----------------------	-----------------------------

LOT E - DESKTOP STATIONERY, SUNDRIES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
127.	BD – R	BLUE RAY, RECORDABLE, PACK OF 50, SPINDLE	EACH		50	
128.	BD - R DL	BLUE RAY	EACH		50	
129.	BLADES	MULTI PURPOSE, SNAP OFF BLADE CUTTER WITH PACK OF SPARE BLADES	EACH		50	
130.	BULLDOG CLIPS	METAL SIZES FROM 22MM TO 75MM, BOX OF 12				
		37.122MM BOX OF 12	BOX		200	
		37.232MM BOX OF 12			300	
		37.340MM BOX OF 12			300	
		37.450MM BOX OF 12			300	
		37.563MM BOX OF 12			200	
		37.675MM BOX OF 12			200	
131.		BLACK SIZES FROM 15MM TO 51MM, BOX OF 12				



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
	BUTTERFLY FOLDBACK CLIPS	38.115M BOX OF 12	BOX		100	
		38.219MM BOX OF 12			200	
		38.325MM BOX OF 12			200	
		38.432MM BOX OF 12			200	
		38.541MM BOX OF 12			200	
		38.651 MM BOX OF 12				
132.	CD – R	WHITE INKJET PRINTABLE, 100 PIECES, 52 * 700MB, 80MIN	BOX		100	
133.	CD - R / DVD - R SLEEVES	WHITE PAPER SLEEVES, WITH ROUND CLEAR WINDOW, WITH FLAP, 127MM * 124MM with a 29MM FLAP	BOX		100	
134.	CLIPS	MAGIC CLIP 6.4MM	BOX		500	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
135.	DOCUMENT / LETTER TRAYS	- MODERN, FUNCTIONAL DESIGN IN A HIGH GLOSS QUALITY FINISH - TREYS A STACKED ON A TRANSPARENT PLASTIC STAND, FORWARD SLIDING FOR EASY REMOVAL OF CONTENTS, - NON- SKID PLASTIC FEET TO GRIP AND DESK PROTECTION. - INTERNAL SIZE 320 X 235MM.	EACH		100	
136.	A4 6 DRAWER	6 DRAWERS - GRAY/ WHITE - L400 X W200 X H366MM - WEIGHT 6.95 KG	EACH		100	
137.	MINI 3 DRAWER UNIT	3 DRAWERS - L210 X W180 X H170MM - WEIGHT 0.82 KG	EACH		50	
138.	DESKTOP ORGANISERS	PVC, CLEAR/FULL COLOUR, ROUND-UPS 6 CYLINDER	EACH		100	
139.	DRAWING PINS (THUMB TACKS)	SOLID HEAD, 11MM, BOX OF 100 PCS	BOX		150	
140.	PUSH PINS	ASSORTED COLOURS, PVC BARREL SHAPE, 30 PCS	BOX		100	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
141.	DVD – R	WHITE INKJET PRINTABLE, 100PIECES, 52 * 4.7GB, SPINDLE	BOX		50	
142.	DVD - R DL	WHITE INKJET PRINTABLE, 100 PIECES, 52 * 8GB, SPINDLE	BOX		50	
143.	FILE FASTNERS	80MM, BOX OF 50	BOX		100	
144.	KNIFE	DESIGN KNIFE, C-600S	EACH		50	
145.	MICRO SDHC	64GB, CLASS 10, PLASTIC WITH SDHC ADAPTER	EACH		30	
146.	OFFICE PINS	NICKLE PLATED, 26MM, 100G BOX	BOX		100	
147.	PAPER BINDERS	32MM, BOX OF 100	BOX		100	
148.	PAPER BINDERS	51MM, BOX OF 100	BOX		100	
149.	PAPER BINDERS	76MM, BOX OF 100	BOX		100	
150.	PAPER CLIPS	SILVER METAL, 30MM BOX OF 50	BOX		100	
151.	PAPER CLIPS	SILVER METAL, 50MM BOX OF 50	BOX		100	
152.	PENCIL ERASER	NON-TOXIC, SOFT, DUST FREE, IN SLEEVE	EACH		150	
153.	PENCIL SHARPENER DESK MOUNT / CLAMP	AUTO FEED, REMOVABLE SHAVING TRAY, ADJUSTABLE SHARPNESS	EACH		50	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
154.	PENCIL SHARPENER	1 METAL HOLE, SMALL, PLASTIC SHARPENER	EACH		50	
155.	FINGER CONES	RUBBER, FINGERETTE, IDEAL FOR SORTING OR PAGING DOCUMENTS MEDIUM SIZE 1, PACK OF 12	PACK		50	
156.	SELF STICK REMOVABLE NOTES	SUPER STICKY, 2" * 2", ULTRA COLLECTION, 8 PADS PER PACK	PACK		100	
157.	POP UP FLAGS (SIGN)	EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS	PACK		100	
158.	POP UP FLAGS (PLAIN)	EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS	PACK		200	
159.	SELF STICK REMOVABLE NOTES	EXTRA STICKY, 76MM * 127MM, 90 SHEETS PER PAD	PACK		300	
160.	SELF STICK REMOVABLE NOTES	PASTEL 76MM X 76MM	PACK		200	
161.	SELF STICK REMOVABLE NOTES	3" * 3", ULTRA COLLECTION, 12 PADS PER PACK	PACK		100	
162.	STOCK TAKE STICKERS	C19 STICKERS	BOX		500	
163.	RING BINDERS	A4, WHITE, PLASTIC	EACH		400	
164.	RING BINDERS	A3, DIFFERENT COLOR ,PLASTIC				



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
	RUBBER BANDS (NATURAL)	71.1100G, SIZE 19, 32, 34, 38, 64, 128 (TRB)	BOX / PACK		100	
	SELF STICK REMOVABLE NOTES POP UP FLAGS (SIGN) POP UP FLAGS (PLAIN) SELF STICK REMOVABLE NOTES SELF STICK REMOVABLE NOTES	71.2SUPER STICKY, 2" * 2", ULTRA COLLECTION, 8 PADS PER PACK	PACK		100	
		71.3EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS			100	
		71.4EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS			100	
		71.5EXTRA STICKY, 76MM * 127MM, 90 SHEETS PER PAD			100	
		71.6PASTEL 76MM X 76MM			100	
165.	SELF STICK REMOVABLE NOTES	3" * 3", ULTRA COLLECTION, 12 PADS PER PACK	PACK		20	
166.	RULER	STEEL, 50CM	EACH		20	
167.	RULER	STEEL, 1M	EACH		100	
168.	RULER	30CM, SHATTER RESISTANT	EACH		100	
169.	RULER	30MM PLASTIC TRIANGULAR SCALE RULER 1:100 1:200 1:250 1:300 1:400 1:1500	EACH		100	
170.	SCISSORS	STAINLESS STEEL BLADE, SOFT GRIP, 21CM	EACH		30	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT A – TAPES AND ADHESIVES						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT).
171.	STAMP PAD INK	20ML, BLACK	EACH		50	
172.	TAPE DISPENSER	HEAVY DUTY, 25.4MM, CORE: 1"&3"	EACH		100	
173.	USB MEMORY STICK	USB 2.0 / 3.0, CAPLESS SWIVEL, POCKET SIZE, 57MM * 17MM * 10MM, VARIOUS COLOURS, 8GB, WITH CUSTOMISABLE FEATURES	EACH		100	
174.	USB MEMORY STICK	USB 2.0 / 3.0, CAPLESS SWIVEL, POCKET SIZE, 57MM * 17MM * 10MM, VARIOUS COLOURS, 16GB, WITH CUSTOMISABLE FEATURES	EACH		100	
175.	USB MEMORY STICK	USB 2.0 / 3.0, CAPLESS SWIVEL, POCKET SIZE, 57MM * 17MM * 10MM, VARIOUS COLOURS, 32GB, WITH CUSTOMISABLE FEATURES	EACH		50	
176.	WASTEPAPER BINS	PLASTIC, BLACK, 15L ROUND	EACH		10	
177.	VOICE RECORDER	16 GB, HIGH QUALITY (HQ), MP3, WAV, 60 DB LOUDSPEAKER DIAMETER: 2.8 CM USB PORT, MICROPHONE IN, MICROSD (TRANSFLASH), FLASH CARD MEDIA, HEADPHONES INCLUDED	EACH		10	
TOTAL					R	



a world class African city



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT F – ENVELOPES

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
178.	ENVELOPE C4	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 229MM * 324MM, BOX OF 250	BOX		100	
179.	ENVELOPE DLB	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 220MM * 110MM, BOX OF 250	BOX		100	
180.	ENVELOPES C3	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 324MM * 458MM, BOX OF 250	BOX		100	
181.	ENVELOPES C5	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 229MM * 162MM, BOX OF 250	BOX		100	
TOTAL					R	

LOT G - FILING SOLUTION

NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
182.	STORAGE BOX	LONG OPENING, 105MM * 390MM * 290MM, CORRUGATED AND COLLAPSABLE	EACH		200	
183.	STORAGE BOX	ARCHIVE BOX, 700MM * 650MM * 360MM	EACH		200	
184.	STORAGE BOX	DOC-YOU-BOX, A4 & A3, WITH BLUE CLIP AND BACKING BOARD, VARIOUS ASSORTED COLOURS	EACH		200	



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

185.	STORAGE BOXES WITH LIDS	COLLAPSIBLE, CORRUGATED, 250MM * 300MM * 370MM	EACH		200	
TOTAL					R	
LOT H - FILING, STORAGE						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
186.	CLIPBOARDS	A4, MASONITE, FULLSCAP, 240MM * 380MM	EACH		100	
187.	CONCERTINA FILES	A4, BLACK, F/C PLASTIC EXPANDING FILE, 16 COMPARTMENTS, INDEX TABS, ELASTIC STRAP TO SECURE COVER	PACK		300	
188.	DIVIDERS P/PROP OR PVC	A4, 10 COLOURED TABS, MARGIN UNIVERSAL PUNCHED, INDEXING LABEL AND POCKET PROVIDED	PACK		500	
189.	DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, PRINTED A-Z, INDEXING LABEL AND POCKET PROVIDED	PACK		500	
190.	DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, PRINTED JAN-DEC, INDEXING LABEL AND POCKET PROVIDED	PACK		500	
191.	DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, 31 TAB NUMBERED, INDEXING LABEL AND POCKET PROVIDED	PACK		500	
192.	FLIP FILES	A4, 20 POCKETS, POLYPROPYLENE, ANTI-STATIC, EXTRA COVER POCKET FOR INSERT	EACH		100	



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

193.	FOLDERS	A4, ASSORTED COLOURS, FOOLSCAP, 450MM * 340MM, 200G, HAS TWO SLITS FOR USE WITH FILE FASTENERS, PACKET OF 100	PACK		1000	
194.	LEVER ARCH FILE BOARD	A4, 70MM, BLACK, RADO COVER LOCKING, INNER PAPER WITH PRINTED INDEX, STRONGLINE REINFORCED EDGE, SPINE RING, SPINE INTERCHANGEABLE LABEL HOLDER, REINFORCED ARCH SLOTS, QUALITY MECHANISM AND COMPRESSOR BAR	EACH		1000	
195.	LEVER ARCH FILE BOARD	A4, 95MM, BLACK, RADO COVER LOCKING, INNER PAPER WITH PRINTED INDEX, STRONGLINE REINFORCED EDGE, SPINE RING, SPINE INTERCHANGEABLE LABEL HOLDER, REINFORCED ARCH SLOTS, QUALITY MECHANISM AND COMPRESSOR BAR	EACH		100	
196.	PLASTIC FILING POCKETS	A4, CLEAR, POLYPROPYLENE, MULTI PUNCHED, 'COPY SAFE', 100 POCKETS PER PACK	PACK		500	
197.	PLASTIC POCKET	A4, P/PROPYLENE, CARRY FOLDER WITH PRESS STUD	EACH		100	
198.	PLASTIC ROLLS	CLEAR, HEAVY WEIGHT, 48CM * 3M	EACH		100	
199.	PRINTED FOLDER	280G, PASTE-IN METALS FASTENERS	EACH		200	
200.	QUOTATION FOLDERS PVC	A4, 210MM * 297MM, FILING MECHANISM, TRANSPARENT FRONT COVER, OPAQUE REAR COVER, SPINE WITH SPINE LABEL,	EACH		100	
201.	READY SORTER	VERSAFILE, BOARD, WITH ALPHABET, CALENDER MONTHS AND DATES PRINTED ON TABS	READY SORTER		100	

JOHANNESBURG ROADS AGENCY (SOC) LTD



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

202.	RING BINDER FILE	A4, 25MM, BLACK, 2D RING MECHANISM	RING BINDER FILE		100	
203.	SUSPENSION FILE	A4, BLACK, FULLSCAP WITH TABS AND INSERTS, 13 TABS WITH PRINTED CONTENTS PANEL, BOX GUSSET WITH FILE FASTENER SLOTS, ENCAPSULATED COATED ROD	SUSPENSION FILE		100	
204.	TIDY FILES	TOP RETRIEVAL FILES, LIGHT WEIGHT WITH GUSSET	TIDY FILES		100	
205.	TIDY FILES	TOP RETRIEVAL FILES, MEDIUM WEIGHT, 190GSM	TIDY FILES		100	
206.	TIDY FILES	TOP RETRIEVAL FILES, HEAVY DUTY, WITH CLIP, 250GSM	TIDY FILES		100	
207.	Z20 FOLDERS	Z20 FILES- CASPRIDE 230GSM – LIGHT WEIGH WITH 3 FLAP FOLD INK COLOUR- VARIOUS PAPER COLOUR- BROWN ACID FREE	EACH		100	
TOTAL						
LOT I - PAPER, BOARD						
NO	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
208.	BIN CARDS	LARGE, PACK OF 250 (SAMPLE CAN BE REQUESTED)	EACH		100	
209.	BIN CARDS	SMALL, PACK OF 250 (SAMPLE CAN BE REQUESTED)	EACH		100	
210.	BOARD	CUTTING BOARD, A2	EACH		100	
211.	COPY PAPER	A4, SKY BLUE, 210MM * 297MM, 60 GSM, 500 SHEETS PER REAM	RM		1000	

JOHANNESBURG ROADS AGENCY (SOC) LTD



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

212.	COPY PAPER	A4, YELLOW, 210MM * 297MM, 60 GSM, 500 SHEETS PER REAM	RM		1000	
213.	COPY PAPER	A4, BOND ORANGE, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM		1000	
214.	COPY PAPER	A4, BOND PINK, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM		1000	
215.	COPY PAPER	A4, BOND YELLOW, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM		1000	
216.	COPY PAPER	A4, BOND WHITE, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM		5000	
217.	COPY PAPER	A4, BOND GREEN, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM		1000	
218.	COPY PAPER	A3, BOND WHITE, 297MM * 420MM, 500 SHEETS IN A REAM, 5 REAMS IN A BOX	RM		1000	
219.	COPY PAPER	A0 PAPER SIZE: ISO 216 STANDARD PAPER OF 841MM X 1189MM (TECHNICAL DRAWING PAPER, ROLL)	RM		100	
220.	PAPER	90MG, MATT COATED, 42"	RM		50	
221.	PAPER	MATT, ULTRA COATED, 95GSM, 914/30	RM		50	
222.	PAPER	MATT, ULTRA COATED, 170GSM, 914/45	RM		50	
223.	PAPER	DRY SATIN PHOTO PAPER, 914 * 30.5	RM		50	
224.	PAPER	A2 BROWM KRAP GIFT WRAP ACID FREE	ROLL			
TOTAL					R	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT J - PRESENTATION, PLANNING						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
225.	FLIP CHART PAD	A1, BOND WHITE, 590MM * 840MM, PERFORATED AND PUNCHED, 50 SHEETS, NEWSPRINT	EACH		100	
226.	IP CHART STAND	STANDARD, 1000MM * 640MM, MAGNETIC SURFACE, INTEGRATED PEN TRAY, PAPER CLAMP, HEIGHT ADJUSTABLE TELESCOPIC LEGS, LOCKING CLIP AT BACK, SELF ADJUSTING HINGE FOR BACK LEG	EACH		50	
227.	LAMINATING POUCHES / PAPER	A4, GLOSS, 150 MICRON, PACK OF 100	PACK		100	
228.	LAMINATING POUCHES / PAPER	A3, GLOSS, 150 MICRON, PACK OF 100	PACK		100	
229.	PLASTIC	SELF ADHESIVE GLOSSY POLYPROPYLENE, 914 * 22.9	EACH		100	
230.	WHITE BOARD ERASER	NON-MAGNETIC, 12 PEEL OFF LAYERS, 145MM * 50MM	EACH		50	
TOTAL					R	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT K - RUBBER STAMPS, DATERS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
231.	RUBBER DATE STAMP	SELF DATING, SELF INKING, EASY TO REPLACE INK PAD, 3.8MM IN HEIGHT, CLIMATE NEUTRAL	EACH		100	
232.	RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, SMALL	EACH		100	
233.	RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, MEDIUM	EACH		100	
234.	RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, LARGE	EACH		100	
235.	STAMP PAD 150MM X 110MM	UNINKED, LARGE, 110MM * 150MM, PLASTIC	EACH		50	
TOTAL					R	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT L - STAPLERS, PUNCHES						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
236.	PAPER PUNCH	PREMIUM HEAVY DUTY, 2 HOLE, METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE WINDOW, PUNCH UP TO 50 SHEETS, REMOVABLE CONFETTI TRAY	EACH		50	
237.	PAPER PUNCH	MEDIUM PUNCH, 2 HOLE, METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE WINDOW, PUNCH UP TO 50 SHEETS, HINGED CONFETTI TRAY, EASY TOUCH DURABLE PUNCH	EACH		100	
238.	PAPER PUNCH	2 HOLE EXTRA HEAVY DUTY METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE 300 SHEETS.	EACH		100	
239.	STAPLE REMOVER	SUPERIOR GRIP, CHROME FINISH, STEEL JAW	EACH		100	
240.	STAPLER	FULL STRIP PREMIUM QUALITY, METAL TOP LOADING, STAPLES 30 SHEETS CAPACITY (80GSM), LOW FORCE TECHNOLOGY REQUIRES 50% LESS EFFORT, DURABLE METAL CONSTRUCTION, SPACE EFFICIENT FLAT CLINCH STAPLING	EACH		50	
241.	STAPLER	HEAVY DUTY STAPLER, STAPLES 500 PAGES	EACH		100	



a world class African city



JRA/23/23

**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT L - STAPLERS, PUNCHES						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
242.	STAPLES	23/6, HEAVY DUTY, 6MM LEG, STAPLES UP TO 30 SHEETS, BOX OF 1000	BOX		100	
243.	STAPLES	23/10, HEAVY DUTY, 10MM LEG, STAPLES UP TO 70 SHEETS, BOX OF 1000	BOX		50	
244.	STAPLES	26/6, STANDARD, 6MM LEG, STAPLES UP TO 20 SHEETS, BOX OF 5000	BOX			
245.	STAPLING MACHINE	HEAVY DUTY, METAL, STAPLES UP TO 180 SHEETS, ALL METAL DIE-CAST CONSTRUCTION, WITH RUBBER GRIP, PAPER ALIGNMENT GUIDE ALLOWS THROAT TO BE ADJUSTED TO 65MM, EASY JAM RELEASE MECHNISM USES 23/6 TO 23/10 STAPLES	EACH			
TOTAL					R	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT M - WRITING INSTRUMENTS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
246.	CLUTCH PENCIL	0.5MM, EXTENDED RUBBER FINGER GRIP, BOX OF 12	BOX		100	
247.	DATA CHECKER	ASSORTED COLOURS, FLOURESCENT LIQUID INK HIGHLIGHTER, LARGE INK CAPACITY TANK	EACH		100	
248.	HIGHLIGHTERS	VARIOUS ASSORTED FLOURESCENT COLOURS, USES UNIVERSAL INK FOR MOST PAPERS, PACK OF 6	PACK		100	
249.	MARKER	WHITE, DRYMARKER, VALVE CONTROLLED INK, PACK OF 6	PACK		100	
250.	PEN	E-BALL RETRACTABLE BALLPOINT, 1MM, VARIOUS COLOURS, PACK OF 12	PACK		300	
251.	PEN	FIBRE, MEDIUM TIP, VARIOUS ASSORTED COLOURS, PACK OF 12	PACK		100	
252.	PEN	8GB, SKY WI-FI, SMART PEN	EACH		20	
253.	PEN	FINE BULLET POINT, 4MM, ALCOHOL BASED LIQUID INK, PACK OF 12	PACK		100	
254.	PEN	BALL POINT, MEDIUM TIP, VARIOUS ASSORTED COLOURS, CLICKABLE MECHANISM, PACK OF 12	PACK		100	
255.	PENCIL	HB, BREAK RESISTANT LEAD, EASY TO SHARPEN AND ERASE, PACK OF 12	PACK		100	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT M - WRITING INSTRUMENTS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
256.	PENCIL	CLUTCH, 2MM ENGINEER, PACK OF 12	PACK		100	
257.	PENCIL LEAD	0.5MM, HIGH POLYMER, FINE LEAD, 12 PER TUBE WITH LID	TUBE		200	
258.	PERMANENT MARKERS	STANDARD, WATER RESISTANT, SMUDGE PROOF, BULLET POINT, ALL SURFACE USE, VARIOUS ASSORTED COLOURS, PACK OF 10	PACK		100	
259.	PERMANENT MARKERS	0.4MM, WATER RESISTANT, SMUDGE PROOF, BULLET POINT, ALL SURFACE USE, VARIOUS ASSORTED COLOURS, PACK OF 10	PACK		100	
260.	WHITE BOARD MARKERS	FINE BULLET POINT, 4MM, ALCOHOL BASED LIQUID INK, PACK OF 10	PACK		100	
TOTAL					R	



a world class African city



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT N - JRA DOCUMENTS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
261.	ATTENDANCE REGISTER HARD COVER	A4, 192 PAGES WITH TABULATED CONTENT (TO INCLUDE JRA * COJ LOGO)	EACH		50	
262.	BULK FUEL BOOK HARD COVER	A4, 120 PAGES WITH TABULATED CONTENT (TO INCLUDE JRA & COJ LOGO)	EACH		100	
263.	JRA ADJUSTMENT MATERIAL BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH		50	
264.	JRA DIARY SOFT LEATHER COVER	A4, 1 PAGE PER DAY, BREAKFAST ORANGE AND DARK GREY (TO INCLUDE JRA & COJ LOGO)	EACH		200	
265.	JRA DIARY SOFT LEATHER COVER	A5, 1 PAGE PER DAY, BREAKFAST ORANGE AND DARK GREY (TO INCLUDE JRA & COJ LOGO)	EACH		3000	
266.	JRA EXECUTIVE DIARY SOFT LEATHER COVER	A4, 1PAGE PER DAY, BLACK, PADDED WITH NOTES SECTION, BRASS CORNERS (TO INCLUDE JRA & COJ LOGO)	EACH		500	
267.	JRA ISSUE MATERIAL BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH		1000	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT N - JRA DOCUMENTS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
268.	JRA MOTOR VEHICLE LOG BOOK HARD COVER	A4, LANDSCAPE, 150 PAGES, BIND ON LEFT HAND SIDE, (TO INCLUDE JRA & COJ LOGO)	EACH		100	
269.	JRA RETURN MATERIAL BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH		100	
270.	JRA TRANSFER MATERIAL BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH		100	
271.	JRA MATERIAL QUALITY ASSURANCE BOOK HARD COVER	A5, 120 PAGES / LEAVES, WITH TABULATED CONTENT (PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH		1000	
272.	JRA LEAVE BOOK HARD COVER	A4, 50 PAGES (150 LEAVES IN TOTAL) PAGES WITH TABULATED CONTENT (3 X LEAVES PEN CARBON DUPLICATE TO INCLUDE JRA & COJ LOGO)	EACH		1000	
273.	TENDER REGISTRY	A3, 297MM * 420MM, FULL BOUND, CASED SQUARED THREAD SEWN, 144 PAGES, A3L OBLONG, 32 CASH COLUMN ON TWO PAGE	EACH		50	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT N - JRA DOCUMENTS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
274.	EXECUTIVE DESK PAD CALENDAR	560MM * 420MM, ONE MONTH PER PAGE DIVIDED INTO SINGLE DAYS (DAYS OF WEEK LABELLED) WITH COMPLETE YEAR AT BOTTOM, VERTICAL COLUMN ON RIGHT SIDE FOR NOTES, HORIZONTAL SPACE AT TOP OF PAGE (TO INCLUDE JRA & COJ LOGO)	EACH		3000	
275.	YEAR CALENDER	STANDARD 12 MONTH PRINTED (TO INLCUDE JRA & COJ LOGO)	EACH		1000	
TOTAL					R	
LOT O – OFFICE AUTOMATION						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
276.	LABEL PRINTING MACHINE	- PC CONNECTIVITY – USB - PC & MAC OS - INSTANT "PLUG IN AND LABEL" BUILT IN TECHNOLOGY - EASY 3 STEP PLUG IN, DESIGN AND PRINT FUNCTIONALITY - UP TO 93 LABELS PER MINUTE	EACH		10	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT N - JRA DOCUMENTS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
		300 X 600 DPI PRINT RESOLUTION - AUTO CUTTER - SHOULD COME WITH STARTER LABEL ROLLS, USB, POWER CABLE AND SOFTWARE				
277.	SHIPPING LABEL ROLLS	COMPATIBLE BROTHER QL700 MACHINE, SHIPPING LABELS 62MM X 100MM (2-3/7" X 4"), WITH CARTRIDGE	EACH		20	
278.	TAPE CASSETTE LABELS	LAMINATED, 36MM BLACK ON WHITE TAPE, 8M	EACH		20	
279.	3 IN 1 DESK PRINTER	EQUIVALENT TO HP PAGE WIDE PRO 477DW MULTIFUNCTION PRINTER (D3Q20B)	EACH		100	
280.	SHREDDER	- STRAIGHT/CROSS CUT SHREDDING - CUT SIZE 4 X 40 MM - SOUND LEVEL 60 DBA - CONTINUOUS OPERATION - SHREDS CREDIT CARDS, CDS, STAPLES, PAPER DIPS - AUTO OILING - SIZE 1010 MM - BIN CAPACITY 225 LT	EACH		100	
281.	INDUSTRIAL SHREDDER	- HEAVY DUTY SHREDDER , METAL ,LARGE CUT - OFFICE,STRIP 47*49*92CM			10	



JRA/23/23
**PANEL FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY,
 OFFICE FURNITURE AND MACHINERY "AS AND WHEN" REQUIRED BY THE JRA
 FOR A PERIOD OF THREE YEARS (36 MONTHS)**

LOT N - JRA DOCUMENTS						
NO.	DESCRIPTION 1	DESCRIPTION 2	UOM	UNIT PRICE (EXCL. VAT)	ESTIMATED QUANTITY	TOTAL PRICE (EXCL. VAT)
282.	COMB BINDING	- ELECTRONIC - PUNCH (80GSM) 25 PAGES - BIND (80GSM) 450 PAGES - MAXIMUM COMB SIZE, 50MM - QUICKSTEP WORKFLOW GUIDE - ELECTRONIC PUNCHING - AUTO CENTERING AND PAPER SEPARATOR	EACH		10	
283.	LAMINATOR	- A3 AND A4 LAMINATOR - MID TO LARGE OFFICE FOR REGULAR USE - WARM UP TIME: 90 SEC - MAXIMUM MICRON PUNCH: 250 MICRON - SPEED MM/MIN: 500 - APPROXIMATELY LAMINATION TIME (A4) 36 SEC - AUTO OFF, EXIT TRAY, ANTI JAM MANUAL RELEASE BUTTON AND FAST PUNCH THICKNESS SELECTION	EACH			
TOTAL					R	

NB: Please note that the list below is for **cartridges only** that are related to the printing machines indicated as "machine type". The **list is not limited to;** due to continuous changes in machines within the organisation, thus quotations will be requested from supplier/s awarded for cartridges that are not listed below.

The completed tender document that is scanned page by page and saved in a pdf format on a USB and be submitted together with the documents (Soft Copy).

Name of Bidder:Bid Number:

Closing Time: Closing Date:

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

CHAPTER 6

Price(s) must include cost of supply, delivery, off-loading where applicable. Prices must be exclusive of VAT, on the Form of bid.

NAME OF BIDDER

SIGNATURE DATE