

SASSA: - 02-24-SCM-NC

INVITATION TO BID

SASSA: 02-24-SCM-NC APPOINTMENT OF SERVICE PROVIDERS TO BE LISTED ON THE SASSA DATABASE TO SUPPLY AND DELIVER STATIONERY FOR SASSA OFFICES IN THE NORTHERN CAPE FOR A PERIOD OF THREE (3) YEARS.

A **NON-COMPULSORY BRIEFING SESSION** will be held on **19 JULY 2024** the non-compulsory briefing session will be held at the **SASSA Regional Office; M-Floor Perm Building at 11:00.**

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

**: SASSA Northern Cape Regional Office
Ground Floor
Permanent 'Perm' Building
No: 33 Du Toitspan Road
(Cnr. Du Toitspan Road & Phakamile Mabija)
Kimberley
8301**

**CLOSING DATE : 30 July 2024
TIME : 11:00**

TECHNICAL ENQUIRIES CAN BE DIRECTED TO:

**CONTACT PERSON : MR KAGISHO TSOMAGAE
CONTACT NUMBER : 053 802 4915**

SUPPLY CHAIN MANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

**CONTACT PERSON : MS CELISWA ZIKIZA
CONTACT NUMBER : 053 802 4964**

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South African Social Security Agency
Northern Cape Region

SASSA REGIONAL OFFICE • 33 Du Toitspan Road
Cnr Du Toit Span Road & Phakamile Mabija
Permanent Perm Building
Kimberley 8301

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA:02-24-SCM-NC	CLOSING DATE:	30 July 2024	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF SERVICE PROVIDERS TO BE LISTED ON THE SASSA DATABASE TO SUPPLY AND DELIVER STATIONERY FOR SASSA OFFICES IN THE NORTHERN CAPE FOR A PERIOD OF THREE (3) YEARS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
Ground Floor, Permanent 'Perm' Building (Cnr. Du Toitspan Road & Phakamile Mabija) Kimberley, 8301					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms Celiswa Zikiza		CONTACT PERSON	Mr Kagisho Tsomagae	
TELEPHONE NUMBER	053 802 4964		TELEPHONE NUMBER	053 802 4915	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	CeliswaZ@sassa.gov.za		E-MAIL ADDRESS	KagishoT@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:			
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.			
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.			
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.			
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).			
2. TAX COMPLIANCE REQUIREMENTS			
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.			
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.			
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.			
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.			
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.			
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.			
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."			
SIGNATURE OF BIDDER:		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	

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

DATE:

.....

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number : SASSA:02-24-SCM-NC.
Closing Time 11:00	Closing date...30 July 2024.....

OFFER TO BE VALID FOR...**90** DAYS FROM THE CLOSING DATE OF BID.

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

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

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

*Delete if not applicable

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1** Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2** Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1** Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**
- 2.1.1** If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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



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STANDARD BIDDING DOCUMENT (SBD) 4

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

2.2.1 If so, furnish particulars:

.....

.....

.....

.....

.....

.....

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

2.3.1 If so, furnish particulars:

.....

.....

.....

.....

.....

3. DECLARATION

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

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

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

STANDARD BIDDING DOCUMENT (SBD) 4

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 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.
- 3.6 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.
- 3.7 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

² 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.

STANDARD BIDDING DOCUMENT (SBD) 4

section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS
1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT
AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM
INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING
ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD
THIS DECLARATION PROVE TO BE FALSE.**

.....

Signature

Date

.....

Position

Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

	POINTS
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 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

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

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

3.2.1. **POINTS AWARDED FOR PRICE**

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

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = 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 80/20 or 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.

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	10	20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	9	18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	8	16		
B-BBEE Status Level 1 - 2 contributor	7	14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	5	12		
B-BBEE Status Level 3 - 4 contributor	4	8		
B-BBEE Status Level 5 - 8 contributor	2	4		
Others (Non-Compliant)	0	0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

Annexure A

GOVERNMENT PROCUREMENT GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)

General Conditions of Contract

1. Definitions

1. 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 any thing 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.

- | | |
|--|--|
| 2. Application | <p>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.</p> <p>2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.</p> <p>2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.</p> |
| 3. General | <p>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.</p> <p>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</p> |
| 4. Standards | <p>4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.</p> |
| 5. Use of contract documents and information; inspection. | <p>5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, 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.</p> <p>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.</p> <p>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.</p> <p>5.4 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.</p> |
| 6. Patent rights | <p>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.</p> |
| 7. Performance security | <p>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.</p> |

- 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:
- (a) 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
 - (b) 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.

- 8.8 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 and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with 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 services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) 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

- (e) 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 manufactured or distributed by the supplier:

- (a) 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
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) 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 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 | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>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.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>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.</p> |
| 18. Contract amendments | <p>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.</p> |
| 19. Assignment | <p>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.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts 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.</p> |
| 21. Delays in the supplier's performance | <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> |

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 21.2 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 canceling 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. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) 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;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) 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:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

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

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping 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,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) 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;

- (a) 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

		(b) 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	30.1	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 Programme (NIP)	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.



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

**APPOINTMENT OF SERVICE PROVIDERS TO BE LISTED ON
THE SASSA DATABASE TO SUPPLY AND DELIVER
STATIONERY FOR SASSA OFFICES IN THE NORTHERN CAPE
FOR A PERIOD OF THREE (3) YEARS**

Contents

1. OBJECTIVE.....	3
2. BACKGROuND	3
3. NON-COMPULSORY BRIEFING SESSION.....	3
4. SCOPE OF WORK.....	4
5. DELIVERABLES	4
6. Appointment of Service Providers.....	5
7. PRICE.....	5
8. ROLES AND RESPONSIBILITIES	5
9. EVALUATION OF THE TENDER	6
9.1 PHASE ONE:.....	6
9.1.1 STAGE 1: ADMINISTRATIVE COMPLIANCE.....	6
9.2 PHASE TWO	8
9.2.1 STAGE 2: FUNCTIONALITY criteria.....	8
9.2.2 STAGE 3: PRICE AND PREFERENCE POINTS EVALUATION.....	9
Table 1: Specific goals for the tender and points claimed are indicated per the tablebelow.	10
10. CONDITIONS OF THE BID	11
11. CONTRACT ADMINISTRATION.....	12
12. PROJECT CO-ORDINATION ARRANGEMENTS	12
13. Project period	12
14. CLOSING OF BID.....	Error! Bookmark not defined.
15. Communication	13

1. OBJECTIVE

- 1.1. The main objective of this Bid is to solicit responses from interested, and qualified Service Providers to be listed on the SASSA Database to Supply and Deliver Stationery for SASSA Northern Cape for a period of three (3) years. Successful service providers will be required to enter into a Service Level Agreement with SASSA Northern Cape and be listed on the SASSA database. The supply and delivery of stationery will be conducted over a period of three (3) years, as and when required by SASSA.
- 1.2. The potential bidders who meet the qualifying criteria as stated in this Terms of Reference will be listed on the SASSA database and contracted to procure the supply and delivery of Stationery on a rotational basis.

2. BACKGROUND

- 2.1. The South African Social Security Agency (SASSA) was established in terms of the South African Social Security Agency Act, 2004 (Act no. 9 of 2004) to administer social security grants in terms of the Social Assistance Act, 2004 (Act no. 13 of 2004). The Agency is mandated to ensure effective and efficient delivery of service of high quality with regard to the management and administration of social grants such that the entire payment process and system from application to receipt of social grants by a beneficiary, is done in a manner that is sensitive, caring and restores the dignity of the beneficiaries as well the integrity of the whole system.
- 2.2. The Regional Office and District Offices are responsible to provide stationery to all SASSA Offices within the Northern Cape Region, in order to function effectively.
- 2.3. The stock levels in the store need to be maintained and replenished at all times to ensure that items are readily available as and when required.
- 2.4. The prospective bidders will thus be listed on the SASSA database to supply and deliver stationery to the SASSA Regional and District Offices in the Northern Cape for a period of three (03) years as and when required.

3. NON-COMPULSORY BRIEFING SESSION

- 3.1. **A NON-COMPULSORY BRIEFING SESSION** will be held on the **19 July 2024 at 11H00 in the M-floor Boardroom at the Permanent Building, 33 Du Toitspan Road, KIMBERLEY, 8301.**
- 3.2. A non-compulsory briefing session is an essential part of this bidding process, as it promotes efficiency, transparency and equality, which are important principles in any Supply Chain Management process. The non-compulsory briefing session further affords prospective bidders an opportunity to clearly understand the services required, the environment in which the service will be rendered and the compliance requirements.

3.3. One (1) non-compulsory briefing session will be conducted for all offices. Bidders who do not attend the non-compulsory briefing session are encouraged to respond to the Bid, as bidders will not be disqualified for non-attendance of the non-compulsory briefing session and will proceed to the evaluation stage.

4. SCOPE OF WORK

The prospective service providers will be required to supply and deliver the following stationery items as per **Annexure A**

The stationery items will be expected to be delivered at the following SASSA offices:

Site Name	Address	Google Co-ordinates
Kimberley Regional Office	3 rd Floor ,Permanent "Perm" Building, 33 Du Toitspan Road (Cnr – Du Toitspan & Phakamile Mabija, Kimberley, 8301	28°44'24.5"S 24°45'50.7"E
Frances Baard District Office	39 Chapel street, Kimberley, 8301	28°44'29.7"S 24°45'54.7"E
John Taolo Gaetsewe District Office	13 - 17 Mahindra Building, Main Road, Kuruman, 8460	27°27'43.4"S 23°26'19.5"E
ZFM Mgcawu District Office	38 Schroder street, Upington, 8801	28°27'23.6"S 21°14'55.9"E
Pixley Ka Seme District Office	Corner Macivor and Voortrekker Street, De Aar, 7000	30°38'54.4"S 24°00'38.3"E
Namaqwa District Office	8 Hospital Street, Springbok, 8240	29°39'50.2"S 17°53'02.1"E

5. DELIVERABLES

- 5.1 The SASSA will place orders as and when required during the contract Period. The service provider must deliver the stationary items within 10 working days of placing of an official purchase order. Failure to deliver within the stipulated timeframe will result in the SASSA cancelling the order.
- 5.2 Stationery items must be packaged appropriately to prevent any damage, loss or deterioration during transit to SASSA Offices. The service provider must provide their own labour for the offloading of the goods at the designated SASSA Regional and District Offices.
- 5.3 No partial deliveries will be accepted.

6. APPOINTMENT OF SERVICE PROVIDERS

6.1 The potential bidders who meet the qualifying criteria as stated in this Terms of Reference will be listed on the SASSA database and approached for contracting to procure the supply and delivery of stationery items on a rotational basis.

7. PRICE

7.1 The Unit Price should be quoted for all the items listed in Annexures "A1; A2; A3; A4; A5 and A6" excluding VAT, then transport cost and VAT calculated separately for the Regional and five (5) District Offices. Bidders are advised to quote their price inclusive of the mark-up for individual items.

7.2 NB. Failure to comply with above will render the bid non-responsive.

7.3 Firm bid prices must be submitted including VAT on the Standard Bid Documents. The Aggregate Totals of Annexures A1 to A6 (i.e. A1+A2+A3+A4+A5+A6) must be transferred as the Total Bid Price to the SBD1 & 3.1

7.4 Prices must be fair and market related.

7.5 Prices may be subjected to negotiations.

7.6 Prices will be increased by annual CPIX on the anniversary month of the contract, i.e. the Bid Price shall remain the same for the first year (12 months) of the contract, and shall escalate by CPIX as determined by Statistics South Africa for the Second and Third year of the Contract.

8. ROLES AND RESPONSIBILITIES

8.1 The potential Service Provider(s) must:

8.1.1 Take all reasonable steps to ensure the intended execution successfully takes place.

8.1.2 Conduct business in a courteous and professional manner.

8.1.3 Treat all available data provided by the SASSA in the process as strictly confidential. Such data remains the property of SASSA.

8.1.4 Invoice SASSA in respect of goods supplied.

8.2 SASSA must:

8.2.1 Manage the contract in a professional manner.

8.2.2 Ensure that payment is done within 30 days upon receipt of a valid invoice.

8.2.3 Not accept any responsibility for any damages suffered by the service provider or their staff for the duration of the contract.

8.2.4 Not accept any responsibility for accounts/expenses incurred by the service provider that was not agreed upon by the contracting parties.

9. EVALUATION OF THE TENDER

The proposals shall be evaluated in accordance with the 80/20 principle. The bids will be assessed in three stages in line with the following two phases:

PHASE ONE:

Stage 1: Administrative Compliance;

PHASE TWO:

Stage 2: Functionality Criteria;

Stage 3: Price and Specific Goals;

9.1 PHASE ONE:

9.1.1 STAGE 1: ADMINISTRATIVE COMPLIANCE

Bidder(s) must provide the following in their bid documents. Non submission may lead to disqualifications:

Document that must be submitted	Non-submission may result in disqualification	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document
Pricing Schedule Form Prices –SBD 3.1	YES	Complete and sign the supplied pro forma document
Tax Status Pin	YES	The accredited supplier must be tax compliant. A tax pin certificate to verify tax compliance of a bidder must be submitted. Bidders must be Tax compliant at the award stage of the tender.
Declaration of Interest (Effective 1 April 2022) – SBD 4	YES	Complete and sign the supplied pro forma document
Preference points claim form(In Line with SASSA Policy 06 May 2022) –SBD 6.1	YES	Complete and sign the supplied pro forma document
Registration on Central Supplier Database (CSD)	YES	Bidder(s) must be registered as a service provider on the Central Supplier Database (CSD). If a bidder is not registered, he/she should proceed to complete the registration of the company prior to submitting your proposal. Visit

APPOINTMENT OF SERVICE PROVIDERS TO BE LISTED ON THE SASSA DATABASE TO SUPPLY AND DELIVER STATIONERY FOR SASSA OFFICES IN THE NORTHERN CAPE FOR A PERIOD OF THREE (3) YEARS

Document that must be submitted	Non-submission may result in disqualification
	https://secure.csd.gov.za/ to obtain a vendor number. Submit proof of registration and CSD Master Registration Number (MAAA...)

9.2 PHASE TWO

9.2.1 STAGE 2: FUNCTIONALITY CRITERIA

Bidder(s) will be evaluated in the following manner:

1) Poor, 2) Average, 3) Good, 4) Very good, 5) Excellent

Phase Two – Functionality Criteria	WEIGHTING 100
1. Experience in the supply and delivery of stationery items. (NB: To be strictly assessed ONLY on the basis of the listed experience on the attached annexure A): 1.1 Number of years of experience supported by reference letters. Scoring points will be allocated as follows: (i) 0 to 1 year – 1 point (ii) Above 1 to 2 years – 2 points (iii) Above 2 to 3 years – 3 points (iv) Above 3 to 4 years – 4 points (v) 5 years and above – 5 points	20
1.2 Capability to supply and deliver required stationery items as per bid requirements - 1.3 The total values of projects completed in the previous five years (supporting documents i.e. purchase orders/ contracts/ letter of awards and reference letters) scoring points allocated as follows: (i) R1 – R100 000 – 1 point (ii) R100 001 – R250 000 - 2 points (iii) R250 001 – R500 000 - 3 points (iv) R500 001 – R1 000 000 – 4 points (v) R1 000 001 and above - 5 points	20
2.Capacity This criterion assesses the bidders' capability to render services • Letter of undertaking from any retailer/s or wholesaler/s confirming stock levels. • The stock levels should be based on Items on Annexure A: - o 0 to 20 items = 1 point - o 21 to 40 items = 2 points - o 41 to 50 items = 3 points - o 51 to 60 items = 4 points - o 61 or more items = 5 points	20

Phase Two – Functionality Criteria	WEIGHTING 100
3.Transport - Bidders must have the ability to transport goods safely to the designated location. Mode of transport should be a delivery vehicle, i.e. panel vans, Courier services, trucks and utility cars. - Attach Proof of vehicle ownership in the name of the bidder or company director or Intent to lease (intent to lease letter signed by the bidder and the lessor) - None = 1 point - Courier services = 2 points - Leased by the bidder = 3 points - Intent to Lease vehicle= 4 points - Vehicle ownership name of bidder = 5 points	30
4.Contingency plan - Service providers must be able to demonstrate the contingency plan as to how will services be delivered in the event of civil unrests and shortages in the country” - Non-Submission of Contingency Plan = 0 points - Contingency Plan attached = 5 points	10

Bidders must score a minimum of 60 points on functionality. Bidders who score less than 60 points for functionality shall be disqualified and shall not be subjected to further evaluation.

9.2.2 STAGE 3: PRICE AND PREFERENCE POINTS EVALUATION

The maximum points for this tender are allocated as follows:

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

Price

As stated under paragraph 7 of this document, prices should be market related as value for money will be considered for all prospective bid proposals to be listed on the SASSA Database and contracting during this stage.

POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20	
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16	
B-BBEE Status Level 1 - 2 contributor	14	
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12	
B-BBEE Status Level 3 - 4 contributor	8	

B-BBEE Status Level 5 - 8 contributor	4	
Others (Non-Compliant)	0	

Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.

Returnable document to claim points	Please tick below for the attached document
1. B-BBEE Certificate	
2. Sworn Affidavit (EME or QSE)	
3. CSD registration number	

10. CONDITIONS OF THE BID

- 10.1 Bidder(s) must submit their bid proposals in line with the bid specifications and terms of reference. Failure to comply shall render the bid non-responsive.
- 10.2 SASSA reserves the right to award to more than one service provider (i.e. the highest ranked responsive tender on points). These prices will be negotiated to the lowest acceptable cost.
- 10.3 SASSA reserves the right to call for samples where required.
- 10.4 SASSA reserves the right to negotiate price(s) with the recommended bidder(s). to ensure value for money
- 10.5 SASSA reserves the right to exclude any item(s) from purchase at the time of placing purchase orders or to amend the item(s).
- 10.6 Successful bidder(s) shall be informed accordingly.
- 10.7 Bidders will be disqualified if found to have misrepresented information in their bid proposals.
- 10.8 A Contract/ Service Level Agreement will be concluded between SASSA and the successful service provider(s).
- 10.9 Prices will be increased by annual CPIX on the anniversary month of the contract. The Bid Price shall remain the same for the first year (12 months) of the contract, and shall escalate by CPIX as determined by Statistics South Africa for the Second and Third year of the Contract. SASSA shall not accept any responsibility for accounts/expenses incurred by the bidder(s) that was not agreed upon by the contracting parties.
- 10.10 SASSA will (either prior or post the commencement of the Agreement envisaged in this offer) subject your entity and all members or directors thereof, including any other person employed by your entity for the purpose of rendering the above-mentioned services, to a security clearance vetting by the State Security Agency (SSA). Should the outcome of this vetting bear prejudicial consequences or conditions,

in whatever manner, to the operations of the Agency, the Agency reserves the right to terminate the Agreement within 5 (five) days from communication of the said outcome to your entity.

11. CONTRACT ADMINISTRATION

11.1 Successful bidders must advise the Supply Chain Management Unit immediately in writing when unforeseeable circumstances will adversely affect the execution of the contract.

11.2 Full particulars of such circumstances as well as the period of delay must be furnished in writing.

11.3 On the anniversary of each twelve months (12) period of the Contract, successful bidders must submit a formal request on Company Letter Head to SASSA requesting CPIX increase after Statistics South Africa release of the CPIX data.

12. PROJECT CO-ORDINATION ARRANGEMENTS

The Supply Chain Management Unit, based at SASSA Northern Cape Regional Office shall be responsible for the coordination of this project.

13. PROJECT PERIOD

The project will be for a period of three (3) years as and when the supply and delivery of stationery is required by SASSA.

14. SUBMISSION OF BIDS, CLOSING DATE & TIME

14.1 Bidder(s) must submit their bid proposals in line with the bid specifications and terms of reference. Failure to comply shall render the bid non-responsive.

14.2 Bid proposals are to be bounded/ in a Lever Arch File/ Sealed Envelope, clearly indicating the description of the requisite services, marked with the relevant bid number, properly indexed and paginated in accordance with the stipulation of the bid invitation. All documents must be submitted in original format into the tender box mentioned in the address

14.3 Bidders must submit their bids on or before the **30 July 2024 at 11H00**. Late bids will not be considered.

14.4 Bids should be submitted at the following address:

SASSA Northern Cape Region
Ground Floor
Permanent Building
No: 33 Du Toitspan Road
KIMBERLEY, 8301

15. VALIDITY OF BID

15.1. The bid will be valid for a period of 90 days from the closing date of the bid.

16. COMMUNICATION

Any request for clarification must be submitted in writing to the following official:

a) Technical enquiries

Name of Region	Contact Number	Contact Person	Email Address
Northern Cape	053 802 4915	Mr. Kagisho Tsomagae	kagishot@sassa.gov.za

b) Supply Chain Management

Name of Region	Contact Number	Contact Person	Email Address
Northern Cape	053 802 4964	Ms. Celiswa Zikiza	celiswaz@sassa.gov.za

Annexure A:

List of Stationery – Annexure A1 – Regional Office (Kimberley)

NO	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL VAT)
1	A4 White Paper 80gm	Box (5 reams of 500 sheets)	
2	Hardcover Counter Books A4 – 2 Quire	Each	
3	Carbon A4 Duplicate Feint Ruled Book – 100 sheets blue	Each	
4	Ballpoint Pens – BIC Click or equivalent – black (box of 60)	Box	
5	Ballpoint Pens– BIC Click or equivalent– Red (box of 60)	Each	
6	Permanent Markers – Bullet tip 2.5mm – EK 70 – black	Each	
7	Eraser – white Rubber	Each	
8	Adhesive multipurpose re-usable – 100g	Each	
9	Paper slide Binders – 76mm	Each	
10	Paper Clips – 33mm	Per 100 Pack	
11	Paper Clips – 50mm	Per 100 Pack	
12	Paper Clips – 78mm	Per 100 Pack	
13	Rubberbands – 100g – size medium No 38 Size 150 X3.0	Per Pack	
14	Rubberbands – 100g – size Large No 64 Size 900 X 6.0	Per Pack	
15	Stapler Heavy Duty – Stapling up to 100 sheets	Each	
16	Stapler Standard 26/6– Stapling up to 20 sheets paper Pro	Each	
17	Staples Standard – 56 26/6 – box of 5000	Per box	
18	Staples Heavy duty – 66/11 – box of 5000	Box	
19	Plastic Ruler – 30cm – Assorted colours	Each	
20	Endorsing Ink – 25ml – Black	Each	
21	Endorsing Ink – 25ml – Blue	Each	
22	HardCover A4 paper – Various colours (thickness)	Each	
23	Flag Pop Up Indexer 5 Colours 20 Sheets Per Pad. Set Of 5	Sets	
24	Pencils Hb Traditional 110 Hb - Top Quality Pencil	Each	
25	File A4 PVC 70 Lever Arch - 75mm- Blue	Each	
26	Pen Ballpoint Black - Fine Point (transparent)	Each	
27	"Drawing Pins ½ 12mm	Box of 100	
28	Flag Sign Here Repositional -	Each	

29	File divider- A4 A-Z 16TAPS INDEX	Each	
30	Optiplan Containers 300 Archive Box A4	Each	
31	Spring Clip Box File- Plastic (code 3305)	Each	
32	Examination Pad Lined A4 100 Sheets Punched Feint Ruled With Margin	Each	
33	Highlighters Assorted Colours. Chisel Point (box of 10)	Box of 10	
34	Post It Notes 76 X 76mm Assorted Colours, Sheet Assorted Colours Self Adhesive	Each	
35	Gluestik 100g – 22g	Each	
36	Staple Remover Standard Size	Each	
37	Staple Remover Giant Size	Each	
38	Scissor –Stainless Steel Scissors 17cm Blade Office Use	Each	
39	Packaging Tape Strong Waterproof Tape Transparent Cartons Etc. 48 Mm X 50m Brown	Each	
40	Laminated Pouches A3 A3 250 Micron	Each	
41	Laminated Pouches A4 A4 150 Micron	Each	
42	File Plastic Pocket A4 250 Micron Transparent Multi Punched Filing Pockets	Each	
43	Quotation Folder A4- Red	Each	
44	Memo Cube Refills 90 X90 Mm White Paper Cube Refill Rainbow	Each	
45	Memo Cube Holder Transparent Paper Cube Holder. 400 Sheets Size 90 X 90 X 90mm	Each	
46	USB – 8GB	Each	
47	Letter Trays Stacking Plastic Assorted Colours. Single Tray. Stackable With Connectors Set Of 4	Each	
48	Batteries AAA Pack Of 4	Each	
49	Batteries Loud hailer	Each	
50	Calculator 12 Digit – 782c	Each	
51	Punch - 2-Hole - Office Desk P240 2-Hole Metal Adjustable Paper Guide. Capacity 40 sheets	Each	
52	Metal fastener	Each	
53	Indian Tags	Each	
54	Office Stamp pad cushion	Each	
55	Date stamp pad	Each	
56	Storage box for Maximum weight 15kg with cover	Each	
57	Batteries AA pack of 4	Each	
58	Punch one Hole- heavy duty	Each	
59	Slider binder- Medium	Each	
60	Slider binder- large	Each	

61	Transparency sheets	Each	
62	Giant Stapler up to 300 sheets	Each	
63	Punch – 2-Hole Heavy Duty 2-Hole Metal Adjustable Paper Size. Capacity 65-80 sheets	Each	
64	Clipboard- 230 x 335mm A4	Each	
65	Gloves latex Medium	Each	
66	Gloves latex Large	Each	
67	Gloves Industrial medium	Each	
68	Gloves Industrial Large	Each	
69	Dust Mask-Nose and Mouth	20 PCs	
70	Flip Chart Paper-A1 flip Chart Pad 30 sheet	Each	
71	Erasable Marker EK70 (for notice board)	Each	
72	Date Stamp-40 x 60mm 19/16" x2.3/8"	Each	
73	Certifying Stamp- 37x76mm 11/2"x3"	Each	
74	Stamp Commissioner of Oath- 40 x 60mm 119/16" x2	Each	
75	Finger Cones	Each	
76	Multiplug charging Points- 12 way Medium safe Multilplug 6x616A/6x5a with Cord (250v)	Each	
77	Extension Cord 10 meters (Red cap)	Each	
78	Tabs File Labels	Each	
79	Book analysis – 40 Cash Columns Across 1 Pages(310 x 490 mm)	Each	
80	Book analysis 18 Cash Columns Across 2 Pages(ANA 6018)	Each	
81	Pen Holder 5 Cubes	Each	
82	Grant Application Form - A4 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind 50 sets per book	Book of 50 forms	
83	Medical Assessment Referral Forms – A4 Prints: Full Colour 1 side on 80g bond Cover: 1 Colour 1 side on 80g bond. 100 per book Finishing: Q-bind 100 sets per book	Book of 100 forms	
84	Medical Assessment Books Disability Grant – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	
85	Medical Assessment Books Grant in aid – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	

86	Medical Assessment Books Care Dependency – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book 50 forms	
87	Z20 Folders - beneficiary files – A4 Prints: Full colour 1 side Folded into 3 Economy 130gsm	Each	
	Total of Unit Price (Excl. VAT)		
	Delivery Cost (Service Provider to include the Rate)		
	TOTAL UNIT PRICE EXCLUDING VAT		
	VAT		
	TOTAL UNIT PRICE (INCL. VAT)		

List of Stationery – Annexure A2 – Frances Baard District Office (Kimberley)

NO	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL VAT)
1	A4 White Paper 80gm	Box (5 reams of 500 sheets)	
2	Hardcover Counter Books A4 – 2 Quire	Each	
3	Carbon A4 Duplicate Feint Ruled Book – 100 sheets blue	Each	
4	Ballpoint Pens – BIC Click or equivalent – black (box of 60)	Box	
5	Ballpoint Pens– BIC Click or equivalent– Red (box of 60)	Each	
6	Permanent Markers – Bullet tip 2.5mm – EK 70 – black	Each	
7	Eraser – white Rubber	Each	
8	Adhesive multipurpose re-usable – 100g	Each	
9	Paper slide Binders – 76mm	Each	
10	Paper Clips – 33mm	Per 100 Pack	
11	Paper Clips – 50mm	Per 100 Pack	
12	Paper Clips – 78mm	Per 100 Pack	
13	Rubberbands – 100g – size medium No 38 Size 150 X3.0	Per Pack	
14	Rubberbands – 100g – size Large No 64 Size 900 X 6.0	Per Pack	
15	Stapler Heavy Duty – Stapling up to 100 sheets	Each	
16	Stapler Standard 26/6– Stapling up to 20 sheets paper Pro	Each	
17	Staples Standard – 56 26/6 – box of 5000	Per box	
18	Staples Heavy duty – 66/11 – box of 5000	Box	
19	Plastic Ruler – 30cm – Assorted colours	Each	
20	Endorsing Ink – 25ml – Black	Each	
21	Endorsing Ink – 25ml – Blue	Each	
22	HardCover A4 paper – Various colours (thickness)	Each	
23	Flag Pop Up Indexer 5 Colours 20 Sheets Per Pad. Set Of 5	Sets	
24	Pencils Hb Traditional 110 Hb - Top Quality Pencil	Each	
25	File A4 PVC 70 Lever Arch - 75mm- Blue	Each	
26	Pen Ballpoint Black - Fine Point (transparent)	Each	
27	"Drawing Pins ½ 12mm	Box of 100	
28	Flag Sign Here Repositional -	Each	
29	File divider- A4 A-Z 16TAPS INDEX	Each	

30	Optiplan Containers 300 Archive Box A4	Each	
31	Spring Clip Box File- Plastic (code 3305)	Each	
32	Examination Pad Lined A4 100 Sheets Punched Feint Ruled With Margin	Each	
33	Highlighters Assorted Colours. Chisel Point (box of 10)	Box of 10	
34	Post It Notes 76 X 76mm Assorted Colours, Sheet Assorted Colours Self Adhesive	Each	
35	Gluestik 100g – 22g	Each	
36	Staple Remover Standard Size	Each	
37	Staple Remover Giant Size	Each	
38	Scissor –Stainless Steel Scissors 17cm Blade Office Use	Each	
39	Packaging Tape Strong Waterproof Tape Transparent Cartons Etc. 48 Mm X 50m Brown	Each	
40	Laminated Pouches A3 A3 250 Micron	Each	
41	Laminated Pouches A4 A4 150 Micron	Each	
42	File Plastic Pocket A4 250 Micron Transparent Multi Punched Filing Pockets	Each	
43	Quotation Folder A4- Red	Each	
44	Memo Cube Refills 90 X90 Mm White Paper Cube Refill Rainbow	Each	
45	Memo Cube Holder Transparent Paper Cube Holder. 400 Sheets Size 90 X 90 X 90mm	Each	
46	USB – 8GB	Each	
47	Letter Trays Stacking Plastic Assorted Colours. Single Tray. Stackable With Connectors Set Of 4	Each	
48	Batteries AAA Pack Of 4	Each	
49	Batteries Loud hailer	Each	
50	Calculator 12 Digit – 782c	Each	
51	Punch - 2-Hole - Office Desk P240 2-Hole Metal Adjustable Paper Guide. Capacity 40 sheets	Each	
52	Metal fastener	Each	
53	Indian Tags	Each	
54	Office Stamp pad cushion	Each	
55	Date stamp pad	Each	
56	Storage box for Maximum weight 15kg with cover	Each	
57	Batteries AA pack of 4	Each	
58	Punch one Hole- heavy duty	Each	
59	Slider binder- Medium	Each	
60	Slider binder- large	Each	
61	Transparency sheets	Each	

62	Giant Stapler up to 300 sheets	Each	
63	Punch – 2-Hole Heavy Duty 2-Hole Metal Adjustable Paper Size. Capacity 65-80 sheets	Each	
64	Clipboard- 230 x 335mm A4	Each	
65	Gloves latex Medium	Each	
66	Gloves latex Large	Each	
67	Gloves Industrial medium	Each	
68	Gloves Industrial Large	Each	
69	Dust Mask-Nose and Mouth	20 PCs	
70	Flip Chart Paper-A1 flip Chart Pad 30 sheet	Each	
71	Erasable Marker EK70 (for notice board)	Each	
72	Date Stamp- 40 x 60mm 19/16" x2.3/8"	Each	
73	Certifying Stamp- 37x76mm 11/2"x3"	Each	
74	Stamp Commissioner of Oath- 40 x 60mm 119/16" x2	Each	
75	Finger Cones	Each	
76	Multiplug charging Points- 12 way Medium safe Multilplug 6x616A/6x5a with Cord (250v)	Each	
77	Extension Cord 10 meters (Red cap)	Each	
78	Tabs File Labels	Each	
79	Book analysis – 40 Cash Columns Across 1 Pages(310 x 490 mm)	Each	
80	Book analysis 18 Cash Columns Across 2 Pages(ANA 6018)	Each	
81	Pen Holder 5 Cubes	Each	
82	Grant Application Form - A4 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind 50 sets per book	Book of 50 forms	
83	Medical Assessment Referral Forms – A4 Prints: Full Colour 1 side on 80g bond Cover: 1 Colour 1 side on 80g bond. 100 per book Finishing: Q-bind 100 sets per book	Book of 100 forms	
84	Medical Assessment Books Disability Grant – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	
85	Medical Assessment Books Grant in aid – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	

86	Medical Assessment Books Care Dependency – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book 50 forms	
87	Z20 Folders - beneficiary files – A4 Prints: Full colour 1 side Folded into 3 Economy 130gsm	Each	
	Total of Unit Price (Excl. VAT)		
	Delivery Cost(Service Provider to include the Rate)		
	TOTAL UNIT PRICE EXCLUDING VAT		
	VAT		
	TOTAL UNIT PRICE (INCL. VAT)		

List of Stationery – Annexure A3 – John Taole Gaetsewe District Office (Kuruman)

NO	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL VAT)
1	A4 White Paper 80gm	Box (5 reams of 500 sheets)	
2	Hardcover Counter Books A4 – 2 Quire	Each	
3	Carbon A4 Duplicate Feint Ruled Book – 100 sheets blue	Each	
4	Ballpoint Pens – BIC Click or equivalent – black (box of 60)	Box	
5	Ballpoint Pens– BIC Click or equivalent– Red (box of 60)	Each	
6	Permanent Markers – Bullet tip 2.5mm – EK 70 – black	Each	
7	Eraser – white Rubber	Each	
8	Adhesive multipurpose re-usable – 100g	Each	
9	Paper slide Binders – 76mm	Each	
10	Paper Clips – 33mm	Per 100 Pack	
11	Paper Clips – 50mm	Per 100 Pack	
12	Paper Clips – 78mm	Per 100 Pack	
13	Rubberbands – 100g – size medium No 38 Size 150 X3.0	Per Pack	
14	Rubberbands – 100g – size Large No 64 Size 900 X 6.0	Per Pack	
15	Stapler Heavy Duty – Stapling up to 100 sheets	Each	
16	Stapler Standard 26/6– Stapling up to 20 sheets paper Pro	Each	
17	Staples Standard – 56 26/6 – box of 5000	Per box	
18	Staples Heavy duty – 66/11 – box of 5000	Box	
19	Plastic Ruler – 30cm – Assorted colours	Each	
20	Endorsing Ink – 25ml – Black	Each	
21	Endorsing Ink – 25ml – Blue	Each	
22	HardCover A4 paper – Various colours (thickness)	Each	
23	Flag Pop Up Indexer 5 Colours 20 Sheets Per Pad. Set Of 5	Sets	
24	Pencils Hb Traditional 110 Hb - Top Quality Pencil	Each	
25	File A4 PVC 70 Lever Arch - 75mm- Blue	Each	
26	Pen Ballpoint Black - Fine Point (transparent)	Each	
27	"Drawing Pins ½ 12mm	Box of 100	
28	Flag Sign Here Repositional -	Each	
	File divider- A4 A-Z 16TAPS INDEX	Each	

29			
30	Optiplan Containers 300 Archive Box A4	Each	
31	Spring Clip Box File- Plastic (code 3305)	Each	
32	Examination Pad Lined A4 100 Sheets Punched Feint Ruled With Margin	Each	
33	Highlighters Assorted Colours. Chisel Point (box of 10)	Box of 10	
34	Post It Notes 76 X 76mm Assorted Colours, Sheet Assorted Colours Self Adhesive	Each	
35	Gluestik 100g – 22g	Each	
36	Staple Remover Standard Size	Each	
37	Staple Remover Giant Size	Each	
38	Scissor –Stainless Steel Scissors 17cm Blade Office Use	Each	
39	Packaging Tape Strong Waterproof Tape Transparent Cartons Etc. 48 Mm X 50m Brown	Each	
40	Laminated Pouches A3 A3 250 Micron	Each	
41	Laminated Pouches A4 A4 150 Micron	Each	
42	File Plastic Pocket A4 250 Micron Transparent Multi Punched Filing Pockets	Each	
43	Quotation Folder A4- Red	Each	
44	Memo Cube Refills 90 X90 Mm White Paper Cube Refill Rainbow	Each	
45	Memo Cube Holder Transparent Paper Cube Holder. 400 Sheets Size 90 X 90 X 90mm	Each	
46	USB – 8GB	Each	
47	Letter Trays Stacking Plastic Assorted Colours. Single Tray. Stackable With Connectors Set Of 4	Each	
48	Batteries AAA Pack Of 4	Each	
49	Batteries Loud hailer	Each	
50	Calculator 12 Digit – 782c	Each	
51	Punch - 2-Hole - Office Desk P240 2-Hole Metal Adjustable Paper Guide. Capacity 40 sheets	Each	
52	Metal fastener	Each	
53	Indian Tags	Each	
54	Office Stamp pad cushion	Each	
55	Date stamp pad	Each	
56	Storage box for Maximum weight 15kg with cover	Each	
57	Batteries AA pack of 4	Each	
58	Punch one Hole- heavy duty	Each	
59	Slider binder- Medium	Each	
60	Slider binder- large	Each	

61	Transparency sheets	Each	
62	Giant Stapler up to 300 sheets	Each	
63	Punch – 2-Hole Heavy Duty 2-Hole Metal Adjustable Paper Size. Capacity 65-80 sheets	Each	
64	Clipboard- 230 x 335mm A4	Each	
65	Gloves latex Medium	Each	
66	Gloves latex Large	Each	
67	Gloves Industrial medium	Each	
68	Gloves Industrial Large	Each	
69	Dust Mask-Nose and Mouth	20 PCs	
70	Flip Chart Paper-A1 flip Chart Pad 30 sheet	Each	
71	Erasable Marker EK70 (for notice board)	Each	
72	Date Stamp-40 x 60mm 19/16" x2.3/8"	Each	
73	Certifying Stamp- 37x76mm 11/2"x3"	Each	
74	Stamp Commissioner of Oath- 40 x 60mm 119/16" x2	Each	
75	Finger Cones	Each	
76	Multiplug charging Points- 12 way Medium safe Multilplug 6x616A/6x5a with Cord (250v)	Each	
77	Extension Cord 10 meters (Red cap)	Each	
78	Tabs File Labels	Each	
79	Book analysis – 40 Cash Columns Across 1 Pages(310 x 490 mm)	Each	
80	Book analysis 18 Cash Columns Across 2 Pages(ANA 6018)	Each	
81	Pen Holder 5 Cubes	Each	
82	Grant Application Form - A4 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind 50 sets per book	Book of 50 forms	
83	Medical Assessment Referral Forms – A4 Prints: Full Colour 1 side on 80g bond Cover: 1 Colour 1 side on 80g bond. 100 per book Finishing: Q-bind 100 sets per book	Book of 100 forms	
84	Medical Assessment Books Disability Grant – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	
85	Medical Assessment Books Grant in aid – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	

86	Medical Assessment Books Care Dependency – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book 50 forms	
87	Z20 Folders - beneficiary files – A4 Prints: Full colour 1 side Folded into 3 Economy 130gsm	Each	
	Total of Unit Price (Excl. VAT)		
	Delivery Cost(Service Provider to include the Rate)		
	TOTAL UNIT PRICE EXCLUDING VAT		
	VAT		
	TOTAL UNIT PRICE (INCL. VAT)		

List of Stationery – Annexure A4 – ZF Mgcawu District Office (Upington)

NO	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL VAT)
1	A4 White Paper 80gm	Box (5 reams of 500 sheets)	
2	Hardcover Counter Books A4 – 2 Quire	Each	
3	Carbon A4 Duplicate Feint Ruled Book – 100 sheets blue	Each	
4	Ballpoint Pens – BIC Click or equivalent – black (box of 60)	Box	
5	Ballpoint Pens– BIC Click or equivalent– Red (box of 60)	Each	
6	Permanent Markers – Bullet tip 2.5mm – EK 70 – black	Each	
7	Eraser – white Rubber	Each	
8	Adhesive multipurpose re-usable – 100g	Each	
9	Paper slide Binders – 76mm	Each	
10	Paper Clips – 33mm	Per 100 Pack	
11	Paper Clips – 50mm	Per 100 Pack	
12	Paper Clips – 78mm	Per 100 Pack	
13	Rubberbands – 100g – size medium No 38 Size 150 X3.0	Per Pack	
14	Rubberbands – 100g – size Large No 64 Size 900 X 6.0	Per Pack	
15	Stapler Heavy Duty – Stapling up to 100 sheets	Each	
16	Stapler Standard 26/6– Stapling up to 20 sheets paper Pro	Each	
17	Staples Standard – 56 26/6 – box of 5000	Per box	
18	Staples Heavy duty – 66/11 – box of 5000	Box	
19	Plastic Ruler – 30cm – Assorted colours	Each	
20	Endorsing Ink – 25ml – Black	Each	
21	Endorsing Ink – 25ml – Blue	Each	
22	HardCover A4 paper – Various colours (thickness)	Each	
23	Flag Pop Up Indexer 5 Colours 20 Sheets Per Pad. Set Of 5	Sets	
24	Pencils Hb Traditional 110 Hb - Top Quality Pencil	Each	
25	File A4 PVC 70 Lever Arch - 75mm- Blue	Each	
26	Pen Ballpoint Black - Fine Point (transparent)	Each	
27	"Drawing Pins ½ 12mm	Box of 100	
28	Flag Sign Here Repositional -	Each	
29	File divider- A4 A-Z 16TAPS INDEX	Each	

30	Optiplan Containers 300 Archive Box A4	Each	
31	Spring Clip Box File- Plastic (code 3305)	Each	
32	Examination Pad Lined A4 100 Sheets Punched Feint Ruled With Margin	Each	
33	Highlighters Assorted Colours. Chisel Point (box of 10)	Box of 10	
34	Post It Notes 76 X 76mm Assorted Colours, Sheet Assorted Colours Self Adhesive	Each	
35	Gluestik 100g – 22g	Each	
36	Staple Remover Standard Size	Each	
37	Staple Remover Giant Size	Each	
38	Scissor –Stainless Steel Scissors 17cm Blade Office Use	Each	
39	Packaging Tape Strong Waterproof Tape Transparent Cartons Etc. 48 Mm X 50m Brown	Each	
40	Laminated Pouches A3 A3 250 Micron	Each	
41	Laminated Pouches A4 A4 150 Micron	Each	
42	File Plastic Pocket A4 250 Micron Transparent Multi Punched Filing Pockets	Each	
43	Quotation Folder A4- Red	Each	
44	Memo Cube Refills 90 X90 Mm White Paper Cube Refill Rainbow	Each	
45	Memo Cube Holder Transparent Paper Cube Holder. 400 Sheets Size 90 X 90 X 90mm	Each	
46	USB – 8GB	Each	
47	Letter Trays Stacking Plastic Assorted Colours. Single Tray. Stackable With Connectors Set Of 4	Each	
48	Batteries AAA Pack Of 4	Each	
49	Batteries Loud hailer	Each	
50	Calculator 12 Digit – 782c	Each	
51	Punch - 2-Hole - Office Desk P240 2-Hole Metal Adjustable Paper Guide. Capacity 40 sheets	Each	
52	Metal fastener	Each	
53	Indian Tags	Each	
54	Office Stamp pad cushion	Each	
55	Date stamp pad	Each	
56	Storage box for Maximum weight 15kg with cover	Each	
57	Batteries AA pack of 4	Each	
58	Punch one Hole- heavy duty	Each	
59	Slider binder- Medium	Each	
60	Slider binder- large	Each	
61	Transparency sheets	Each	

62	Giant Stapler up to 300 sheets	Each	
63	Punch – 2-Hole Heavy Duty 2-Hole Metal Adjustable Paper Size. Capacity 65-80 sheets	Each	
64	Clipboard- 230 x 335mm A4	Each	
65	Gloves latex Medium	Each	
66	Gloves latex Large	Each	
67	Gloves Industrial medium	Each	
68	Gloves Industrial Large	Each	
69	Dust Mask-Nose and Mouth	20 PCs	
70	Flip Chart Paper-A1 flip Chart Pad 30 sheet	Each	
71	Erasable Marker EK70 (for notice board)	Each	
72	Date Stamp- 40 x 60mm 19/16" x2.3/8"	Each	
73	Certifying Stamp- 37x76mm 11/2"x3"	Each	
74	Stamp Commissioner of Oath- 40 x 60mm 119/16" x2	Each	
75	Finger Cones	Each	
76	Multiplug charging Points- 12 way Medium safe Multilplug 6x616A/6x5a with Cord (250v)	Each	
77	Extension Cord 10 meters (Red cap)	Each	
78	Tabs File Labels	Each	
79	Book analysis – 40 Cash Columns Across 1 Pages(310 x 490 mm)	Each	
80	Book analysis 18 Cash Columns Across 2 Pages(ANA 6018)	Each	
81	Pen Holder 5 Cubes	Each	
82	Grant Application Form - A4 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind 50 sets per book	Book of 50 forms	
83	Medical Assessment Referral Forms – A4 Prints: Full Colour 1 side on 80g bond Cover: 1 Colour 1 side on 80g bond. 100 per book Finishing: Q-bind 100 sets per book	Book of 100 forms	
84	Medical Assessment Books Disability Grant – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	
85	Medical Assessment Books Grant in aid – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	

86	Medical Assessment Books Care Dependency – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book 50 forms	
87	Z20 Folders - beneficiary files – A4 Prints: Full colour 1 side Folded into 3 Economy 130gsm	Each	
	Total of Unit Price (Excl. VAT)		
	Delivery Cost(Service Provider to include the Rate)		
	TOTAL UNIT PRICE EXCLUDING VAT		
	VAT		
	TOTAL UNIT PRICE (INCL. VAT)		

List of Stationery – Annexure A5 – Pixley Ka Seme District Office (De Aar)

NO	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL VAT)
1	A4 White Paper 80gm	Box (5 reams of 500 sheets)	
2	Hardcover Counter Books A4 – 2 Quire	Each	
3	Carbon A4 Duplicate Feint Ruled Book – 100 sheets blue	Each	
4	Ballpoint Pens – BIC Click or equivalent – black (box of 60)	Box	
5	Ballpoint Pens– BIC Click or equivalent– Red (box of 60)	Each	
6	Permanent Markers – Bullet tip 2.5mm – EK 70 – black	Each	
7	Eraser – white Rubber	Each	
8	Adhesive multipurpose re-usable – 100g	Each	
9	Paper slide Binders – 76mm	Each	
10	Paper Clips – 33mm	Per 100 Pack	
11	Paper Clips – 50mm	Per 100 Pack	
12	Paper Clips – 78mm	Per 100 Pack	
13	Rubberbands – 100g – size medium No 38 Size 150 X3.0	Per Pack	
14	Rubberbands – 100g – size Large No 64 Size 900 X 6.0	Per Pack	
15	Stapler Heavy Duty – Stapling up to 100 sheets	Each	
16	Stapler Standard 26/6– Stapling up to 20 sheets paper Pro	Each	
17	Staples Standard – 56 26/6 – box of 5000	Per box	
18	Staples Heavy duty – 66/11 – box of 5000	Box	
19	Plastic Ruler – 30cm – Assorted colours	Each	
20	Endorsing Ink – 25ml – Black	Each	
21	Endorsing Ink – 25ml – Blue	Each	
22	HardCover A4 paper – Various colours (thickness)	Each	
23	Flag Pop Up Indexer 5 Colours 20 Sheets Per Pad. Set Of 5	Sets	
24	Pencils Hb Traditional 110 Hb - Top Quality Pencil	Each	
25	File A4 PVC 70 Lever Arch - 75mm- Blue	Each	
26	Pen Ballpoint Black - Fine Point (transparent)	Each	
27	"Drawing Pins ½ 12mm	Box of 100	
28	Flag Sign Here Repositional -	Each	
29	File divider- A4 A-Z 16TAPS INDEX	Each	

30	Optiplan Containers 300 Archive Box A4	Each	
31	Spring Clip Box File- Plastic (code 3305)	Each	
32	Examination Pad Lined A4 100 Sheets Punched Feint Ruled With Margin	Each	
33	Highlighters Assorted Colours. Chisel Point (box of 10)	Box of 10	
34	Post It Notes 76 X 76mm Assorted Colours, Sheet Assorted Colours Self Adhesive	Each	
35	Gluestik 100g – 22g	Each	
36	Staple Remover Standard Size	Each	
37	Staple Remover Giant Size	Each	
38	Scissor – Stainless Steel Scissors 17cm Blade Office Use	Each	
39	Packaging Tape Strong Waterproof Tape Transparent Cartons Etc. 48 Mm X 50m Brown	Each	
40	Laminated Pouches A3 A3 250 Micron	Each	
41	Laminated Pouches A4 A4 150 Micron	Each	
42	File Plastic Pocket A4 250 Micron Transparent Multi Punched Filing Pockets	Each	
43	Quotation Folder A4- Red	Each	
44	Memo Cube Refills 90 X90 Mm White Paper Cube Refill Rainbow	Each	
45	Memo Cube Holder Transparent Paper Cube Holder. 400 Sheets Size 90 X 90 X 90mm	Each	
46	USB – 8GB	Each	
47	Letter Trays Stacking Plastic Assorted Colours. Single Tray. Stackable With Connectors Set Of 4	Each	
48	Batteries AAA Pack Of 4	Each	
49	Batteries Loud hailer	Each	
50	Calculator 12 Digit – 782c	Each	
51	Punch - 2-Hole - Office Desk P240 2-Hole Metal Adjustable Paper Guide. Capacity 40 sheets	Each	
52	Metal fastener	Each	
53	Indian Tags	Each	
54	Office Stamp pad cushion	Each	
55	Date stamp pad	Each	
56	Storage box for Maximum weight 15kg with cover	Each	
57	Batteries AA pack of 4	Each	
58	Punch one Hole- heavy duty	Each	
59	Slider binder- Medium	Each	
60	Slider binder- large	Each	
61	Transparency sheets	Each	

62	Giant Stapler up to 300 sheets	Each	
63	Punch – 2-Hole Heavy Duty 2-Hole Metal Adjustable Paper Size. Capacity 65-80 sheets	Each	
64	Clipboard- 230 x 335mm A4	Each	
65	Gloves latex Medium	Each	
66	Gloves latex Large	Each	
67	Gloves Industrial medium	Each	
68	Gloves Industrial Large	Each	
69	Dust Mask-Nose and Mouth	20 PCs	
70	Flip Chart Paper-A1 flip Chart Pad 30 sheet	Each	
71	Erasable Marker EK70 (for notice board)	Each	
72	Date Stamp- 40 x 60mm 19/16" x2.3/8"	Each	
73	Certifying Stamp- 37x76mm 11/2"x3"	Each	
74	Stamp Commissioner of Oath- 40 x 60mm 119/16" x2	Each	
75	Finger Cones	Each	
76	Multiplug charging Points- 12 way Medium safe Multilplug 6x616A/6x5a with Cord (250v)	Each	
77	Extension Cord 10 meters (Red cap)	Each	
78	Tabs File Labels	Each	
79	Book analysis – 40 Cash Columns Across 1 Pages(310 x 490 mm)	Each	
80	Book analysis 18 Cash Columns Across 2 Pages(ANA 6018)	Each	
81	Pen Holder 5 Cubes	Each	
82	Grant Application Form - A4 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind 50 sets per book	Book of 50 forms	
83	Medical Assessment Referral Forms – A4 Prints: Full Colour 1 side on 80g bond Cover: 1 Colour 1 side on 80g bond. 100 per book Finishing: Q-bind 100 sets per book	Book of 100 forms	
84	Medical Assessment Books Disability Grant – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	
85	Medical Assessment Books Grant in aid – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	

86	Medical Assessment Books Care Dependency – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book 50 forms	
87	Z20 Folders - beneficiary files – A4 Prints: Full colour 1 side Folded into 3 Economy 130gsm	Each	
	Total of Unit Price (Excl. VAT)		
	Delivery Cost(Service Provider to include the Rate)		
	TOTAL UNIT PRICE EXCLUDING VAT		
	VAT		
	TOTAL UNIT PRICE (INCL. VAT)		

List of Stationery – Annexure A6 – Namakwa District Office (Springbok)

NO	DESCRIPTION	QUANTITY	UNIT PRICE (EXCL VAT)
1	A4 White Paper 80gm	Box (5 reams of 500 sheets)	
2	Hardcover Counter Books A4 – 2 Quire	Each	
3	Carbon A4 Duplicate Feint Ruled Book – 100 sheets blue	Each	
4	Ballpoint Pens – BIC Click or equivalent – black (box of 60)	Box	
5	Ballpoint Pens– BIC Click or equivalent– Red (box of 60)	Each	
6	Permanent Markers – Bullet tip 2.5mm – EK 70 – black	Each	
7	Eraser – white Rubber	Each	
8	Adhesive multipurpose re-usable – 100g	Each	
9	Paper slide Binders – 76mm	Each	
10	Paper Clips – 33mm	Per 100 Pack	
11	Paper Clips – 50mm	Per 100 Pack	
12	Paper Clips – 78mm	Per 100 Pack	
13	Rubberbands – 100g – size medium No 38 Size 150 X3.0	Per Pack	
14	Rubberbands – 100g – size Large No 64 Size 900 X 6.0	Per Pack	
15	Stapler Heavy Duty – Stapling up to 100 sheets	Each	
16	Stapler Standard 26/6– Stapling up to 20 sheets paper Pro	Each	
17	Staples Standard – 56 26/6 – box of 5000	Per box	
18	Staples Heavy duty – 66/11 – box of 5000	Box	
19	Plastic Ruler – 30cm – Assorted colours	Each	
20	Endorsing Ink – 25ml – Black	Each	
21	Endorsing Ink – 25ml – Blue	Each	
22	HardCover A4 paper – Various colours (thickness)	Each	
23	Flag Pop Up Indexer 5 Colours 20 Sheets Per Pad. Set Of 5	Sets	
24	Pencils Hb Traditional 110 Hb - Top Quality Pencil	Each	
25	File A4 PVC 70 Lever Arch - 75mm- Blue	Each	
26	Pen Ballpoint Black - Fine Point (transparent)	Each	
27	"Drawing Pins ½ 12mm	Box of 100	
28	Flag Sign Here Repositional -	Each	
29	File divider- A4 A-Z 16TAPS INDEX	Each	

30	Optiplan Containers 300 Archive Box A4	Each	
31	Spring Clip Box File- Plastic (code 3305)	Each	
32	Examination Pad Lined A4 100 Sheets Punched Feint Ruled With Margin	Each	
33	Highlighters Assorted Colours. Chisel Point (box of 10)	Box of 10	
34	Post It Notes 76 X 76mm Assorted Colours, Sheet Assorted Colours Self Adhesive	Each	
35	Gluestik 100g – 22g	Each	
36	Staple Remover Standard Size	Each	
37	Staple Remover Giant Size	Each	
38	Scissor –Stainless Steel Scissors 17cm Blade Office Use	Each	
39	Packaging Tape Strong Waterproof Tape Transparent Cartons Etc. 48 Mm X 50m Brown	Each	
40	Laminated Pouches A3 A3 250 Micron	Each	
41	Laminated Pouches A4 A4 150 Micron	Each	
42	File Plastic Pocket A4 250 Micron Transparent Multi Punched Filing Pockets	Each	
43	Quotation Folder A4- Red	Each	
44	Memo Cube Refills 90 X90 Mm White Paper Cube Refill Rainbow	Each	
45	Memo Cube Holder Transparent Paper Cube Holder. 400 Sheets Size 90 X 90 X 90mm	Each	
46	USB – 8GB	Each	
47	Letter Trays Stacking Plastic Assorted Colours. Single Tray. Stackable With Connectors Set Of 4	Each	
48	Batteries AAA Pack Of 4	Each	
49	Batteries Loud hailer	Each	
50	Calculator 12 Digit – 782c	Each	
51	Punch - 2-Hole - Office Desk P240 2-Hole Metal Adjustable Paper Guide. Capacity 40 sheets	Each	
52	Metal fastener	Each	
53	Indian Tags	Each	
54	Office Stamp pad cushion	Each	
55	Date stamp pad	Each	
56	Storage box for Maximum weight 15kg with cover	Each	
57	Batteries AA pack of 4	Each	
58	Punch one Hole- heavy duty	Each	
59	Slider binder- Medium	Each	
60	Slider binder- large	Each	
61	Transparency sheets	Each	

62	Giant Stapler up to 300 sheets	Each	
63	Punch – 2-Hole Heavy Duty 2-Hole Metal Adjustable Paper Size. Capacity 65-80 sheets	Each	
64	Clipboard- 230 x 335mm A4	Each	
65	Gloves latex Medium	Each	
66	Gloves latex Large	Each	
67	Gloves Industrial medium	Each	
68	Gloves Industrial Large	Each	
69	Dust Mask-Nose and Mouth	20 PCs	
70	Flip Chart Paper-A1 flip Chart Pad 30 sheet	Each	
71	Erasable Marker EK70 (for notice board)	Each	
72	Date Stamp- 40 x 60mm 19/16" x2.3/8"	Each	
73	Certifying Stamp- 37x76mm 11/2"x3"	Each	
74	Stamp Commissioner of Oath- 40 x 60mm 119/16" x2	Each	
75	Finger Cones	Each	
76	Multiplug charging Points- 12 way Medium safe Multilplug 6x616A/6x5a with Cord (250v)	Each	
77	Extension Cord 10 meters (Red cap)	Each	
78	Tabs File Labels	Each	
79	Book analysis – 40 Cash Columns Across 1 Pages(310 x 490 mm)	Each	
80	Book analysis 18 Cash Columns Across 2 Pages(ANA 6018)	Each	
81	Pen Holder 5 Cubes	Each	
82	Grant Application Form - A4 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind 50 sets per book	Book of 50 forms	
83	Medical Assessment Referral Forms – A4 Prints: Full Colour 1 side on 80g bond Cover: 1 Colour 1 side on 80g bond. 100 per book Finishing: Q-bind 100 sets per book	Book of 100 forms	
84	Medical Assessment Books Disability Grant – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	
85	Medical Assessment Books Grant in aid – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book of 50 forms	

86	Medical Assessment Books Care Dependency – A3 Prints: Full Colour 1 side on NCR, 50 in duplicate Cover: 1 Colour 1 side on 80g bond 5 x diff Finishing: Q-bind/number/barcode	Book 50 forms	
87	Z20 Folders - beneficiary files – A4 Prints: Full colour 1 side Folded into 3 Economy 130gsm	Each	
	Total of Unit Price (Excl. VAT)		
	Delivery Cost(Service Provider to include the Rate)		
	TOTAL UNIT PRICE EXCLUDING VAT		
	VAT		
	TOTAL UNIT PRICE (INCL. VAT)		

Page 38 of 38