



prasa
PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: RAIL/ECR/03/10/2024

***REQUEST FOR QUOTATION (RFQ) THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY
AND DELIVER STATIONERY AT PRASA IN EAST LONDON IN THE EASTERN CAPE REGION***

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

BID NUMBER:	RAIL/ECR/03/10/2024	CLOSING DATE:	21 October 2024	CLOSING TIME:	12:00PM
DESCRIPTION	REQUEST FOR QUOTATION (RFQ) THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVER STATIONERY AT PRASA IN EAST LONDON IN THE EASTERN CAPE REGION				
BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:					
BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN A TENDER BOX AT NO. 8, STATION STREET, STATION BUILDING EAST LONDON 5200 NB: PLEASE ENSURE THAT YOU SIGN SUBMISSION REGISTER AT SCM OFFICES					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					
CONTACT PERSON	Nomkhitha Nguqu				
TELEPHONE NUMBER	043 700 2006				
E-MAIL ADDRESS	nnguqu@prasa.com				
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA.....

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? 2.2	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	2.3 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? 	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE PRASA TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

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

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

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

DATE:

NB:

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

SECTION 2

NOTICE TO BIDDERS

1. RESPONSES TO RFQ

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

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

2 COMMUNICATION

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

3 BIDDERS COMPLAINTS PROCESS

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

3.1.1 Bid/Tender Description;

3.1.2 Bid/Tender Reference Number;

3.1.3 Closing date of Bid/Tender;

3.1.4 Supplier Name;

3.1.5 Supplier Contact details; and

3.1.6 The detailed complaint.

4 LEGAL COMPLIANCE

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

5 CHANGES TO QUOTATIONS

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

6 PRICING

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

7 BINDING OFFER

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

8 DISCLAIMERS

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

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

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

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

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

9 LEGAL REVIEW

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

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

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

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

11 PROTECTION OF PERSONAL DATA

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

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

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria in choosing a Supplier/Service Provider:

EVALUATION CRITERIA	WEIGHTING
Stage 1 – Compliance Requirements	
Stage 1A	Mandatory Requirements
Stage 1B	Other Mandatory Requirements
Stage 1C	Documents used for scoring
Stage 2	
Price	80
Specific Goals	20
TOTAL	100

13 ADMINISTRATIVE RESPONSIVENESS

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

14 VALIDITY PERIOD

14.1 PRASA requires a validity period of sixty (60) **Working Days** from the closing date.

14.2 Bidders are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period.

However, once the delegated authority has approved the process the validity of the successful bidder(s)' bid will be deemed to remain valid until finalization of the of award.).

15 PUBLICATION OF INFORMATION ON THE NATIONAL TREASURY E-TENDER PORTAL

Bidders are to note that, bid awards, amendments and cancellations will be published on the e-tender portal and or media used to advertise the bid. For the award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Bidders *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's. (*Where applicable*).

16 RETURNABLE DOCUMENTS

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

16.1. Mandatory Returnable Documents

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

SECTION 3

1 EVALUATION CRITERIA:

Stage 1A – Mandatory Requirements

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

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

No.	Description of requirement	
a)	Price Schedule and Pricing form (Section 4) to be completed in full To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilize a different format. Deviation from this pricing schedule will result in a bid being declared non-responsive.	
b)	Bidders to fill and sign the Submission register at reception at SCM Offices on submission of tender documents	

Stage 1B –Other Mandatory Requirements

If you do not submit the following basic compliance documents and should an award, be made, these basic compliance documents must be made available within seven (7) days of request from PRASA, failing of which the award will be recalled.

No.	Description of requirement	
a)	Company Registration documents	
b)	Copies of Directors ID documents	
c)	Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal) and SARS Issued pin	
d)	Completion of ALL RFQ documentation (includes ALL declarations)	
e)	CSD supplier registration number	
f)	Proof of Bank Account (i.e., cancelled cheque or letter issued by the bank	
g)	Joint Venture / Consortium agreement / Trust Deed/ Confirmation in writing of their intention to enter into a JV or consortium agreement signed by all parties. (If applicable)	

Stage 1C: Documents required for Scoring - The following Non-Mandatory Documents used for purposes of scoring a bid. If not submitted by the closing date and time of this bid will not result in a Respondent's disqualification. However, Bidders will receive a score of zero for the applicable evaluation criterion.:

No.	Description of requirement	
a)	Audited Annual financial/ B-BBEE Certificate/Affidavit	
b)	CIPC Documents / B-BBEE certificate / Affidavit	

2.1 Stage 2- Price and Specific Goals

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

The maximum points for this tender are allocated as follows:

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

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

POINTS AWARDED FOR SPECIFIC GOALS

- 3.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be 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	Acceptable Evidence	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)
EME 51% Black Owned	Audited Annual financial/ B-BBEE Certificate/Affidavit	10	
51% Black Owned	(CIPC documents/ BBBEE Certificate /Affidavit)	10	

APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER

- 3.1** PRASA may appoint a bidder other than the successful bidder under the following instances:
- (i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribe period of time e.g. 14 (fourteen) days after being called upon to do so;
 - (ii) When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;
 - (iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding); and
 - (iv) When final contract negotiations with a preferred bidder fails and a contract is not agreed upon.
- 3.2** PRASA will only award a bid to a bidder other than the highest scoring bidder provided that such bid is still within the bid validity period.
- 3.3** Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

SECTION 4**PRICING AND DELIVERY SCHEDULE**

Bidders are required to complete the attached Pricing Schedule **Section: 8**

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

I / We _____ (Insert Name of
Bidding _____ Entity) _____ of

_____ code

(Full address) conducting business under the style or title of:
_____ represented by:
_____ in my capacity as:
_____ being duly

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

_____ (amount in

numbers);

(amount in words) Incl. VAT.

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

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

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

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

Conditions

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

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

Price and payment

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

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

Delivery and documents

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

Where items are to be delivered the Supplier:

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

Containers / packing material

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

Title and risk

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

Rejection

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

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

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

Warranty

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

Indemnity

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

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

Assignment and sub-contracting

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

Governing law

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

BIDDER'S DISCLOSURE**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling 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.

Full Name	Identity Number	Name of State institution

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

2.2.1 If so, furnish particulars:

.....

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

2.3.1 If so, furnish particulars:

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.

.....

3 Bidder's declaration regarding PEPs/PIPs

PRASA requires bidders to disclose if they have Politically Exposed Persons ("PEP")² or Prominent Influential Persons ("PIP")³ and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.⁴

3.1 Is the bidder a PEP/PIP? **YES/NO**

3.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

3.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

Name of PEP/PIP & Nature of the Exposure/Influence	Term of the office	Description of activities relating to Exposure/Influence

3.4 Declaration:

I/We the undersigned _____ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify

² Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

³ As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

⁴ Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

Signature

Date

Position

Name of bidder

4 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium⁵ will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention

⁵ 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.

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, 3 and 4 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**

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

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

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

2. DEFINITIONS

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.2. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

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

3.3.1. POINTS AWARDED FOR PRICE

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

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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 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	Acceptable Evidence	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)
EME 51% Black Owned	Audited Annual financial/ B-BBEE Certificate/Affidavit	10	
51% Black Owned	(CIPC documents/ BBEE Certificate /Affidavit)	10	

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:

.....

.....

.....



SECTION 8

BIDDERS TO TAKE NOTE THAT THIS TENDER WILL NOT BE SPLITTED AND THEREFORE TENDERERS MUST QUOTE IN ALL THE BELOW NINE (09) PRICING SCHEDULES. THE TENDERER WHO DID NOT QUOTE IN ALL THE PRICING SCHEDULES BELOW WILL NOT BE CONSIDERED

PRICING SCHEDULE

PS

Item No.	Description	Quantity Requested	Unity of Measure	Unit Price	Total Price
1.	A4 white paper per ream	200	ream		
2.	White board 1800 x1200 mm	1	Each		
3.	3 quire notebook	25	Each		
4.	Eraser	6	Each		
5.	Large desk calculator (Large Display 12-Digit Electronic Calculator)	4	Each		
6.	Standard size stapler (Full Strip Stapler Takes 26/6 staples)	6	Each		
7.	Standard size staples 26/6	14	Box		
8.	Giant Stapler (Giant Heavy Duty 100 Sheet Metal Stapler Heavy-duty quality stapler No. 66/14 staples – 100 Sheet Capacity No. 66/11 staples – 70 Sheet Capacity No. 66/8 staples – 40 Sheet Capacity)	1	Each		
9.	staples 10mm x8 mm box	6	Box		
10.	Plastic Sleeve	100	Each		
11.	White Envelops C 4 box	2	Box		
12.	White envelopes opaque box	2	Box		
13	Mountain Sharpner (Metal Desktop Sharpener with Clamp Large)	4	Each		
14	Giant Puncher (Heavy Duty Power Hollow 2-Hole Punch - Includes Paper Guide (150 Sheets)heavy duty power hollow 2-hole punch, complete with paper guide. Punches 150 sheets. Refill hollow blades available separately	2	Each		
15.	Prestik 100g	2	Each		

16.	Paper clips 18mm	2	Box		
17.	Highlighter pack of 3 assorted colors	8	Pack		
18.	white board marker assorted colours	12	Each		
19.	Clic black pen	580	Each		
20.	Clic Red pen box	580	Each		
21.	Permanent Marker	2	Each		
22.	Pencil HB (HB Pencil 12 in a box with no eraser at the back)	36	Each		
23.	Sign here stickers (Pack Of 100 Sheets Sign Here Color Transparent Signature Indication Sticker Prompt Label Sticker)	10	Pack		
24.	Sticky note cube assorted in colour (Sticky Note Neon Cube - 5 Colour Cube 76x76mm)	24	Each		
25.	Correction Pen (Correction Tape 6/8 Meter 1's)	3	Each		
26.	Packaging clear tape	7	Each		
27.	Memo Paper with holder	7	Each		
28.	office drawer organizer	1	Each		
29.	Arch liver files Black	7	Each		
30.	polyprolene rebbe presantation file (Presentation/Quotation Folder - Assorted Colours X 100)	100	Each		
31.	Clip Board blue in colour (With durable cover)	25	Each		
32.	White Board solution cleaner	4	Each		
33.	White Board eraser	3	Each		
34.	Multi-colour push pins 100 per box	3	Box		
			Sub-total		
			Vat		
			Total=		

PS

Item No.	Description	Quantity Requested	Unity of Measure	Unit Price	Total Price
1.	Box of pencils - HB	10	Box		
2.	A4 Printing Paper Boxes	25	Box		
3.	Optiplan 430 Medium Weight Files with clip 190g Document wallet box	2	Each		
4.	2 Quire counter books	26	Each		
5.	Boxes of Click Medium point black pens	8	Box		
6.	Boxes of Click Medium point Red Pens	2	Box		
7.	Puncher	1	Each		
8.	Staplers	6	Each		
9.	Staples no. 26/6	26	Each		
10.	Assorted Plastic Coated Paper Clips Box	26	Box		
11.	Permanent Markers	10	Each		
12.	Large Scissors	6	Each		
13.	C4 Envelopes no window white Box	1	Box		
14.	Anti slip base rotary pencil sharpner)	4	Each		
15.	Packaging Tape clear Big pack	2	Each		
16.	Arch Lever Files Pack of 10	50	Pack		
17.	A6 96 pages hard cover note book	10	Each		
18.	A4 File divider index plan - Pack	10	Pack		
19.	A4 File Divider January to December	20	Pack		
20.	Finger Cones 1	6	Each		
21.	Finger Cones 3	6	Each		
22.	Finger Cones 00	6	Each		
23.	ruler clear (30cm)	10	Each		
24.	A4 Carbon Paper Box	1	Box		
25.	Prestik 100g	1	Each		
26.	Vision Letter Tray	2	Each		
27.	Highlighter Multi Pack of 4	5	Pack		
28.	Self Adhesive Sticky Notes 76mmx76mm 240 sheets	29	Each		
29.	Staple Remover Pen Type	12	Each		
30.	Desk Calculator Large 12 Digits	3	Each		
31.	Jumbo Storage Boxes 5 Pack	50	Pack		
32.	A5 Note Books/ Journals	5	Each		
33.	Optiplan 310 Archive box	20	each		
34.	Clip Board	5	Each		
35.	A5 Journal Notebook with Premium Thick Paper, Medium 14.48cm x 21.08,	13	Each		

	196 Pages Hard cover, Faux Leather Thick Journals for writing.				
			Sub-total		
			Vat		
			Total=		

SCM

Item No.	Description	Quantity Requested	Unity of Measure	Unit Price	Total Price
1.	20 boxes of White printing papers	20	Box		
2.	50 Arch lever files	50	Each		
3.	20 HB Pencils	20	Each		
4.	1 Box Fine Point Black Pens with rubber	1	Box		
5.	2 Boxes of normal black pens	2	Box		
6.	7 Black Permanent Markers	7	Each		
7.	20 Packs of multi colored sticky notes	20	Pack		
8.	7 Hard cover (2 quire	7	Each		
9.	2 Stapler	2	Each		
10.	10 Boxes of Binder Clips (51mm)	10	Box		
11.	3 Packs high lighters	3	Pack		
12.	5 Packs of file dividers (1-31 index)	5	Pack		
13.	1 normal 12 digit calculator	1	Each		
14.	20 Portfolio Folders	20	Each		
15.	7 Fingeret (Small)	7	Each		
16.	1 Packet of 100 Plastic sleeves	1	Pack		
17.	2 Clip boards	2	Each		
18.	10Packs of Jumbo Storage Boxes	10	Pack		
			Sub-total		
			Vat		
			Total=		

ICT

Item No.	Description	Quantity Requested	Unity of Measure	Unit Price	Total Price
1.	A4 white printing paper for ict	4	Boxes		
			Sub-total		
			Vat		
			Total=		

RISK

Item No.	Description	Quantity Requested	Unity of Measure	Unit Price	Total Price
1.	A4 printing paper white	5	Box		
2.	A4 Plastic sleeves	1	Pack		
3.	Office staples	4	Each		
4.	Lever arch files blue	4	Each		
5.	Counter books	5	Each		
6.	4 packs of Highlighters	4	Pack		
			Sub-total		
			Vat		
			Total=		

HR

Item No.	Description	Quantity Requested	Unity of Measure	Unit Price	Total Price
1.	Reams of paper	50	ream		
2.	Reams of color paper	3	ream		
3.	Highlighters (Multicolor, two line width of 2mm and 5mm highlighters)	16	Each		
4.	Lever arch file board A4 file (Metal Compressor Inner Printed Index A to Z, index 1 to 32. Metal spine ring MCS Office supplies 75mm lever arch file)	20	Each		
5.	File divider packs (A4 plastic file divider packs)	89	Pack		
6.	White board markers (Bullet Whiteboard Marker Assorted Colors (permanent and dry erase)	12	Each		
7.	3 boxes of pens (3 boxes of pens (ballpoint gel and felt tip) x2 boxes of black and x1 box of red)	3	Box		
8.	HB pencil box of 12	2	Box		
9.	Box of C4 brown envelopes with seal	1	Box		
10.	Non magnetic flipchart with a stand (Magnetic white board surface. Powder coated steel frame. Height adjustable telescopic legs. Including end caps. Fold away pen rail. Screw on paper holder.)	2	Each		
11.	Magnetic flip chart with stand (Magnetic Dry Erase Calendar for Fridge - Reusable, Easy-to-Erase Year Planner)	2	Each		
12.	Year planner	2	Each		
13.	Medium size stapler	5	Each		
14.	Staples (Standard 26/6 5000 staples)	4	Box		
15.	Heavy duty tape dispenser with clear tap 19mm in width and 66mm in length	2	each		
16.	Scissors (Scissor all purpose 210mm, rubber handle)	2	Each		
17.	Notebooks (undated diaries, lined, grid or blank)	10	Each		
18.	Sticky note (colorful sticky notes cube refill pastel)	3	Each		

19.	Slide blinder (Slide grips A4 3MM Spine black 3 packs of 20 holds 80 pages and 2 packs of 20 (blue) holds 150 pages)	5	Pack		
20.	File boxes (Store tidy file boxes for filing solutions (A4 Solid plastic filing container - 32x10x22cm - clour options pack of 20 01SPC)	20	Each		
21.	3 layer banker box system desktop sorter (Banker box system series desktop sorter 490mm(L)X310MM(W)X260MM(H)	8	Each		
22.	Laminating pouches (100 clear laminating pouches 250 micron 95x65 box of 100)	10	Box		
			Sub-total		
			Vat		
			Total=		

TO

Item No.	Description	Quantity Requested	Unity of Measure	Unit Price	Total Price
1.	Paper A4 white ream	175	Ream		
2.	A4 Laminating pouches	5	Each		
3.	Paper clips	5	Box		
4.	Prestik 100gms	10	Each		
5.	Staplers Giant	2	Each		
6.	Staplers	5	Each		
7.	glue stick	10	Each		
8.	white board markers	4	Each		
9.	white board cleaning solutions	5	Each		
10.	Desk 4 layer filing tray	5	Each		
11.	clear packaging tape	10	Each		
12.	A4 Clipboards	10	Each		
13.	A3 Paper white ream	2	Boxes		
14.	Certificate paper (certificate paperA4 160gsm White Card - Premium Thick Printing Paper Suitable for All Printers) 2 packets of hundreds	2	Pkts		
			Sub-total		
			Vat		
			Total=		

RS

Item No.	Description	Quantity Requested	Unity of Measure	Unit Price	Total Price
1.	A4 Printing papers Per Rim	200	ream		
2.	A4 Poly-propylene Live Arch File	200			
3.	A4 White Envelope	120	Each		
4.	A4Counter book 192 pages	150	Each		
5.	Pens lick retractable black per Box	50	Box		
6.	Plastic sleeves per pack	25	Each		
7.	Shapner steady two holes	10	Each		
8.	Pensils per box	10	Each		
9.	Erasor per box	10	Each		
10.	Giant Stapler	2	Each		
11.	Giant Puncher	2	Each		
12.	Paper Clips Small per Box	10	Each		
13.	Paper Clips Large per Box	10	Each		
14.	A6 (96 Pages)Note book Hard Cover	200	Each		
15.	Pritt	15	Each		
16.	Staples 26/6	10	Each		
17.	Store Away Files	20	Each		
18.	File dividers	20	Each		
19.	highlighters different colors	50	Each		
20.	Makers different colors	10	Each		
21.	Ink for Departmental Stamp	2	Each		
22.	Filling Pockets A4	20	Each		
			Sub-total		
			Vat		
			Total=		

CS

Item No.	Description	Quantity Requested	Unity of Measure	Unit Price	Total Price
1.	A4 white printing paper	40	Box		
2.	Office use stapler	30	Each		
3.	Box of staples (no26/6 staples)	60	Each		
4.	Office puncher	30	Each		
5.	Box of click red pens	10	Box		
6.	Box of click black pens	30	Box		
7.	BOX OF PAPER GLUE (5in1 BOX OF PAPER GLUE 250ml)	30	Box		
8.	Ruler	30	Each		
9.	Staple remover (pen style)	30	Each		
10.	Large packaging tape clear	10	Each		
11.	Black permamnet marker	15	Each		
12.	Employee document file a4	45	Each		
13	Hard cover books (2 quire 192 pages feint and margin	40	Each		
14	12 digit large desk calculator	15	Each		
15	A4 plain index pack of file dividers	40	Each		
			Sub-total		
			Vat		
			Total=		