

Enquiries only e-mail: Proc.Queries@sars.gov.za
Enquiries Contact number: 012 647 9880
Submit Bid Response to e-mail: Proc.responses@sars.gov.za

Request For Quotation

RFx Information and Rules	
RFx Number:	6000025144
Description:	KZN / STATIONERY CONTRACT
RFx Currency:	ZAR
Bid Start Date and Time:	2024-03-14 10:00:00
Bid End Date and Time:	2024-03-26 11:00:00

Compulsory Requirements	
Valid & Original BEE Certificate or Approval letter from an Independent Regulatory Board for Auditors (IRBA) registered auditor	
Complete Oath of Secrecy	
Complete SBD 4	
Complete SBD 6.1	
Complete SBD 1	

Bidder Note	
All required documents to be e-mailed to OPE (Proc.responses@sars.gov.za). Prices to be fixed for 12 months ending on 31 April 2025.	
Provide quote for the supply & delivery of stationery to KZN Sars offices for a period of 12 months. Contract to be awarded to the most responsive bidders.	
Show each unit price inclusive of Vat at 15%.	
Quote exactly as per the sequence, descriptions and units of measure outlined on the attached stationery list & quote for all line items.	
Bidders to score 70% on functionality to proceed to pricing & BEE evaluation (80/20).	
Add all unit prices to show total at the bottom of your quote.	
Complete the attached technical evaluation template, sign, date & stamp it.	
Quote to be on the attached, formulated Sars pricing template (Stationery list), stamped, signed & dated.	
Ensure that all SBD documents & Oath of Secrecy is attached and forwarded together with your bidder.	
Ensure that the SBD 6.1 & BEE certificate/affidavit are submitted together before the closing date & time.	

RFx Details				
Item	Description	Quantity	Unit	Delivery Date
1	A3 LAMINATING POUCHES GLOSSY,150 MICRON	1	PAC	29.03.2024
2	A4 LAMINATING POUCHES GLOSSY,150 MICRON	1	PAC	29.03.2024
3	BATTERY,SIZE AA,ALKALINE,4-PACK,DURACELL	1	PAC	29.03.2024
4	BATTERY, AAA,ALKALINE,4-PACK DURACELL	1	PAC	29.03.2024
5	BINDING COVERS,PVC,CLEAR, A4, 100 SHEETS	1	PAC	29.03.2024
6	CALCULATOR ,12 DIGITS,LCD DISPLAY, SHARP	1	EA	29.03.2024
7	CARDBOARD A4,WHITE 160GMS, 100 PACK	1	PAC	29.03.2024
8	CARDBOARD A4,ASSORTED ,160GMS,100 PACK	1	PAC	29.03.2024
9	CLEAR TAPE, 12MM X 33M.	1	EA	29.03.2024
10	CLIPBOARD, PVC, BLUE,A4,WITH PEN HOLDER	1	EA	29.03.2024
11	CLUTCH PENCIL, SIDE CLICK, 0.7MM LEAD TI	1	EA	29.03.2024
12	CORRECTION PEN, 7 ML FLUID	1	EA	29.03.2024
13	CORRECTION TAPE, WITH PROTECTIVE CAP, 5M	1	EA	29.03.2024
14	COTTON TWINE, SIZE 304, 500GMS	1	EA	29.03.2024
15	COUNTER BOOK, 2 QUIRE, A4, BOTH SIDES FE	1	EA	29.03.2024
16	COUNTER BOOK, 3 QUIRE, A4, BOTH SIDES QU	1	EA	29.03.2024
17	DOCUMENT WALLETS, POLY PROP, A4, FITTED	1	EA	29.03.2024

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18	ENVELOPES WINDOW C4 WHITE SEAL EASI 324	1	BOX	29.03.2024
19	ENVELOPES WINDOW WHITE 110 X 220 EASI SE	1	EA	29.03.2024
20	ENVELOPES WINDOW - WHITE OPAQUE 90 X 152	1	BOX	29.03.2024
21	EXAMINATION PAD, A4, 100 SHEETS, FEINT A	1	EA	29.03.2024
22	FILING POCKETS, PLASTIC, A4, MULTIPUNCHE	1	PAC	29.03.2024
23	FINGER CONES, RUBBER, SIZE 0, ASSORTED C	1	EA	29.03.2024
24	FINGER CONES, RUBBER, SIZE 00, ASSORTED	1	EA	29.03.2024
25	FLIP CHART PADS, 590 X 840 MM, PUNCHED A	1	PAC	29.03.2024
26	FOLDBACK CLIPS, SIZE: 19MM - BOX 12	1	BOX	29.03.2024
27	FOLDBACK CLIPS, SIZE: 25MM - BOX 12	1	BOX	29.03.2024
28	FOLDBACK CLIPS , SIZE: 32MM - BOX 12	1	BOX	29.03.2024
29	FOLDBACK CLIPS , SIZE: 41MM - BOX 12	1	BOX	29.03.2024
30	FOLDBACK CLIPS , SIZE: 51MM - BOX 12	1	BOX	29.03.2024
31	GEL PEN,PENTEL,0.7MM RETRACTBLE,(BOX12)	1	BOX	29.03.2024
32	GLUE STIK, 40G TUBE	1	EA	29.03.2024
33	HIGHLIGHTER,CHISEL TIP,MIX COLOR, 8-PACK	1	PAC	29.03.2024
34	INDEX DIVIDER,BOARD,A4,JAN-DEC,RAINBOW	1	PAC	29.03.2024
35	INDEX DIVIDER,BOARD,A4,1-10,RAINBOW COL	1	PAC	29.03.2024
36	INDEX DIVIDER,POLY PROP,A4,1-10,RAINBOW	1	PAC	29.03.2024
37	INDEX DIVIDER,BOARD,A4,A-Z, RAINBOW COL	1	PAC	29.03.2024
38	INDEX DIVIDER,POLYPROP,A4,JAN-DEC,RAINBO	1	PAC	29.03.2024
39	INDEX DIVIDER,BOARD,A4,10DIVISION,RAINBO	1	PAC	29.03.2024
40	INDEX DIVIDER,POLYPROP,A4,A-Z,RAINBOW	1	PAC	29.03.2024
41	LETTER TRAY RISERS, BLACK, SET OF 4 LEGS	1	EA	29.03.2024
42	LEVER ARCH FILES, A4, 70 MM, PVC, 2 RING	1	EA	29.03.2024
43	LEVER ARCH FILES,A4,80MM,CARDBORD,2RING	1	EA	29.03.2024
44	LEVER ARCH LABEL, WHITE, 12 PER PACK	1	PAC	29.03.2024
45	MAP PINS,ROUND HEADS ± 5 MM DIA,TUB 100	1	PAC	29.03.2024
46	MEMO CUBE REFILLS, 400 SHEETS, ASSORTED	1	PAC	29.03.2024
47	METAL FILE FASTENER, 2 PIECE WITH SLIDE	1	BOX	29.03.2024
48	NO WINDOW ENVELOPES - DLB-12 WHITE OPAQU	1	BOX	29.03.2024
49	NOTE PAD, A5, 100 PAGES, FEINT AND MARGI	1	EA	29.03.2024
50	PACKAGING TAPE, 48 MM X 100M	1	EA	29.03.2024
51	PAPER CLIPS, PLASTIC COATED, ASSORTED CO	1	BOX	29.03.2024
52	PAPER CLIPS, PLASTIC COATED, ASSORTED CO	1	BOX	29.03.2024
53	BALLPOINT PEN, CLICK MEDIUM, RECTRACTABL	1	BOX	29.03.2024
54	BALLPOINT PEN, SUPERB G, MEDIUM, PENTEL	1	BOX	29.03.2024
55	PENCIL ERASER, SLEEVED- 44 X 20 X 10MM	1	EA	29.03.2024
56	PENCIL LEADS, 0.7MM, BOX OF 12 TUBES	1	PAC	29.03.2024
57	PENCIL SHARPNER, METAL, SINGLE HOLE	1	EA	29.03.2024

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58	PERMANENT MARKER, FIBRE BULLET POINT, 0.	1	BOX	29.03.2024
59	PLAIN PENCIL, PACK OF 12	1	PAC	29.03.2024
60	PLASTIC LETTER TRAYS, 3-TIER LETTER TRAY	1	EA	29.03.2024
61	POCKET ENVELOPES - B4 - 12 WHITE SELF SE	1	BOX	29.03.2024
62	POCKET ENVELOPES - C3 - 1 MANILLA PLAIN	1	BOX	29.03.2024
63	POCKET ENVELOPES - C5 MANILLA SEAL EASI	1	BOX	29.03.2024
64	POCKETS FILING A4 CLEAR PLASTIC MULTIPUN	1	PAC	29.03.2024
65	POP-UP NOTES DISPENSER, 76.2 X 76.2, POS	1	EA	29.03.2024
66	POST-IT POP UP REFILL 73 X73MM, YELLOW,	1	PAC	29.03.2024
67	PRESTIK, WHITE 100G	1	PAC	29.03.2024
68	PUNCH 2 HOLE, HEAVY DUTY, PUNCH CAPACITY	1	EA	29.03.2024
69	PUNCH 2 HOLE, HEAVY DUTY, PUNCH CAPACITY	1	EA	29.03.2024
70	PUNCH 2 HOLE, PUNCH CAPACITY UP TO 35 SH	1	EA	29.03.2024
71	QUOTATION FOLDER PVC A4, BLUE, PACK OF 1	1	PAC	29.03.2024
72	RING BINDING ELEMENTS, PVC, BLACK, A4 21	1	BOX	29.03.2024
73	RINGBINDERS, A4, 25 MM, PVC, 2 RING	1	EA	29.03.2024
74	RUBBER BANDS, CREAM COLOURED, NO. 19 (90	1	BOX	29.03.2024
75	RUBBER BANDS, CREAM COLOURED, NO. 32 (7	1	BOX	29.03.2024
76	RUBBER BANDS, CREAM COLOURED, NO. 34 (1	1	BOX	29.03.2024
77	RUBBER BANDS, CREAM COLOURED, NO.38 (150	1	BOX	29.03.2024
78	RULER, PLASTIC 30 CM LONG	1	EA	29.03.2024
79	SCISSORS,21CM, STAINLESS STEEL BLADES	1	EA	29.03.2024
80	SELF ADHESIVE NOTES, 73MM X 73MM, POST-I	1	PAC	29.03.2024
81	SLIDE BINDERS, PVC, BLACK, A4, 15MM CROS	1	BOX	29.03.2024
82	STANDARD FLAGS, STANDARD PACK, 11.9MM X	1	PAC	29.03.2024
83	STAPLER, FULL STRIP METAL, TO TAKE SIZE	1	BOX	29.03.2024
84	STAPLER, HEAVY DUTY, FULL STRIP METAL, T	1	BOX	29.03.2024
85	STAPLES REMOVER, HEAVY DUTY, ALL METAL,	1	EA	29.03.2024
86	STAPLES REMOVER, STANDARD, REMOVES UP TO	1	EA	29.03.2024
87	STAPLES, NO. 23/10, BOX OF 1000	1	BOX	29.03.2024
88	STAPLES, NO. 23/24, BOX OF 1000	1	BOX	29.03.2024
89	STAPLES, NO. 26/8 FOR STAPLER TYPE 26/6,	1	BOX	29.03.2024
90	STAPLES, NO. 56 FOR STAPLER TYPE 26/6, B	1	BOX	29.03.2024
91	WHITE BOARD CLEANING FLUID, ALCOHOL FREE	1	EA	29.03.2024
92	WHITE BOARD DUSTER, LARGE, MAGNETIC	1	EA	29.03.2024
93	WHITEBOARD MARKER, BULLET POINT, PACK OF	1	PAC	29.03.2024
94	FREIGHT CHARGES - PIETERMARITZBURG	1	EA	29.03.2024
95	FREIGHT CHARGES - RICHARDS BAY	1	EA	29.03.2024
96	FREIGHT CHARGES - NEWCASTLE	1	EA	29.03.2024

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97	FREIGHT CHARGES - PORT SHEPSTONE	1	EA	29.03.2024
98	FREIGHT CHARGES - GOLELA BORDER POST	1	EA	29.03.2024
99	FREIGHT CHARGES - QACHA'S NEK BORDER POS	1	EA	29.03.2024

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GENERAL CONDITIONS AND REQUIREMENTS

NOTE: ALL QUOTATION CONDITIONS MUST BE STRICTLY ADHERED TO, FAILING WHICH THE BID MAY BE REJECTED OR DECLARED NON-RESPONSIVE

1. Pre-qualification Criteria

- 1.1. SARS will not make an award to any Bidder who is not registered on the National Treasury Central Supplier Database ("CSD").
- 1.2. The Bidder must be fully tax compliant for an award to be made to the Bidder.

2. Standard Requirements

2.1. Ensure that all relevant documentation is completed in full and submitted. The applicable documents to be completed and attached are:

Standard Bidding documents	Description	Non-submission may result in disqualification
SBD 1	Invitation to bid form The SBD 1 form must be completed in the name of the bidding entity.	√
SBD 4	Declaration of interest form The SBD 4 form must be completed in the name of the bidding entity.	√
SBD 6.1	Preference Points Claim Form The SBD 6.1 form must be completed in the name of the bidding entity.	√
SBD 6.2 and Annexures	Declaration Certificate of Local Production and Content. The SBD 6.2 form must be completed in the name of the bidding entity. Designated sectors as determined by the Department of Trade and Industry.	Where applicable
BEE Certificate	The B-BBEE certificate or sworn affidavit must be submitted in the name of the bidding entity.	√
Pricing Schedule	Bidder to complete full details and breakdown of the pricing proposal. The price should be all-inclusive for all the goods and services required in the scope of work, and the bidders must ensure the completeness and accuracy of the pricing figures provided in the pricing response template. The unit price quoted must be VAT inclusive, where applicable, and where the bidder is VAT registered or liable for VAT registration.	√
CSD	Bidder to submit the proof of registration on the Central Supplier Database (CSD).	√

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- 2.2. When Bidders email their response, PDF format is the **ONLY** format acceptable by SARS IT Security.
- 2.3. Reduce the size of your email.
- 2.4. Bidders can also send more than one e-mail, but the RFx number **MUST** be on each of the emails in the subject line.
- 2.5. Submissions deposited into the tender box **WILL NOT** be accepted, unless an email informing SARS Procurement was received prior to the closing date and time.
- 2.6. Email all responses to the general email provided on the RFx document and **DO NOT** include the buyer in your response e-mail as this will result in disqualification of your quote.
- 2.7. Bidders may not forward RFx invitations to other bidders who are not invited. Bids received from bidders who are not invited will not be considered for evaluation, to minimize the risk of collusion on pricing amongst the bidders.

3. Evaluation Criteria

Evaluation of the Bid Responses will be adjudicated based on the Preference Point System 80/20 in line with the SARS Preferential Procurement Policy, as amended

Adjudication Criteria	Point
A duly completed SBD 6.1 and a valid SANAS Accredited B-BBEE Certificate or Affidavit	20
Pricing	80

4. SARS B-BBEE Requirements

The checklist below indicates the BEE documents that must be submitted for RFQs, failure to submit will result in scoring zero for BEE

CLASSIFICATION	Codes	SUBMISSION REQUIREMENT
Exempted Micro Enterprise (EME)	Below R10 million p.a.	A sworn Affidavit or Copy of B-BBEE Certificate from CIPC.
Qualifying Small Enterprise (QSE)	Between R10 million and R50 million p.a.	Copy of B-BBEE Rating Certificate from a SANAS Accredited rating agency. A sworn Affidavit above 51% Black Ownership.
Large Entity (LE)	Above R50 million p.a.	Copy of B-BBEE rating Certificate from a SANAS Accredited rating agency.

- http://www.sanas.co.za/directory/bbee_default.php List of SANAS Accredited Verification Agencies on behalf of the DTI.

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- 5. SARS reserves the right in its sole discretion to;**
- 5.1. Cancel or reject any quote and not to award the RFQ to the lowest Bidder; or
 - 5.2. Award parts of the RFQ to different Bidders, or not to award the RFQ at all;
 - 5.3. Withdraw, suspend or cancel this RFQ or the RFQ process at any time and without providing reasons;
 - 5.4. Not provide reasons for its rejection or the failure of any Bidder or Proposal failure;
 - 5.5. Change any of its requirements as set out in this RFQ;
 - 5.6. Change any condition, procedure or rule of the RFQ;
 - 5.7. Amend, vary, or supplement any of the information, terms or requirements contained in this RFQ, any information or requirements delivered pursuant to this RFQ, or the structure of the RFQ process;
 - 5.8. Re-advertise for RFQ responses; and
 - 5.9. Provide further information in respect of, and modify the provisions of, this RFQ at any time prior to the Closing Date by notice to all prospective Bidders.
 - 5.10. Cancel this RFQ without notifying the prospective Bidders.
- 6. SARS may at its sole discretion disqualify:**
- 6.1. Bidders who is not fully tax compliant on the date of award of the RFQ. (please see par 1.2);
 - 6.2. Bidders who submitted incomplete information and documentation according to the requirements of this RFQ;
 - 6.3. Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, mandatory information, etc.;
 - 6.4. Bidders who received information not available to other vendors through fraudulent means; and/or
 - 6.5. Bidders who do not comply with any other requirements as stipulated in this document;
 - 6.6. Bidders who did not submit the duly completed SBD forms;
 - 6.7. Bidders who do not meet any of the mandatory requirements;
 - 6.8. Bidders that responded but were not invited to quote for this RFx;
 - 6.9. Bidders that do not use the standard e-mail address on the RFx document to submit responses or include the buyer in the response e-mail
 - 6.10. Any person who is a provider (Bidder) or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed of or be disposed of, who directly or indirectly influence or interfere with the work of any of our officials involved in the procurement process in order, inter alia, to:
 - influence the process and/or outcome of the RFQ;
 - incite breach of confidentiality and/or the offering of bribes;
 - cause over- or under-invoicing;
 - influence the choice of procurement method or technical standards;
 - influence any of our officials in any way which may secure an unfair advantage during or at any stage of the procurement process.