

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIROMENTAL AFFAIRS

BID NUMBER: ALA/588/25/MP

PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE

ISSUED BY:

Department of Agriculture, Rural Development, Land and Environmental Affairs
Private Bag X11219
Mbombela
1200

NAME OF BIDDER:

TOTAL BID PRICE (all inclusive) :

(Also in words):

.....

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND AND ENVIROMENTAL AFFAIRS					
BID NUMBER:	ALA/588/25/MP	CLOSING DATE:	10 MARCH 2025	CLOSING TIME:	12H00
DESCRIPTION	PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
MBOMBELA , Riverside Government Complex, Building No 9, Government Boulevard, Mbombela, 1200, PIET RETIEF , No. 11 Measroch Street, Piet Retief Office, KWAMHLANGA , KwaMhlanga Government Complex, Department of Finance, Building No. 12, Computer Centre EVANDER , 10 Cornell Road (previously occupied by Evander Home Affairs Offices), Evander, 2280, BUSHBUCKRIDGE , Bushbuckridge Advice Centre, Department of Finance, Protea building (old Telkom building), MIDDELBURG , Department of Public Works, Cnr. Lillian Ngoyi and Dr Beyers Naudé Streets – Old TPA Building, Upper ground floor, Office numbers A20, 21 and 25, MALELANE , 24 Air Street, Malelane, ELUKWATINI , Elukwatini Sub Regional offices, Office numbers A49 and A50 (opposite Elukwatini Community Hall) Stand number 12 Extension A, Elukwatini and SIYABUSWA Old Parliament Building, Building No1, Job Skhosana Street, Siyabuswa, 0472.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Ms. NI Mbuyane / Ms TV Dhludhlu		CONTACT PERSON	Ms. P Makhanya	
TELEPHONE NUMBER	013 766 6118/6674		TELEPHONE NUMBER	013 766 6459	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	nimbuyane@mpg.gov.za / tvmanana@mpg.gov.za		E-MAIL ADDRESS	Pmakhanya@mpg.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
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER 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, 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."

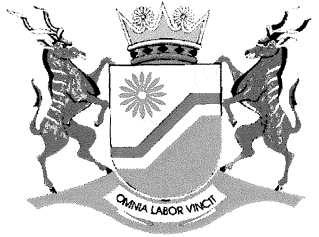
NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

MPUMALANGA PROVINCIAL GOVERNMENT



**DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT, LAND &
ENVIRONMENTAL AFFAIRS (DARDLEA)**

BID DOCUMENT

**PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE
STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF
MPUMALANGA PROVINCE**

NAME OF BIDDER : _____

BIDDED AMOUNT : _____

TEL NUMBER : _____

PREPARED BY:



**HEAD OF DEPARTMENT
MPUMALANGA DEPT OF AGRICULTURE, RURAL DEVELOPMENT, LAND
AND ENVIRONMENTAL AFFAIRS
PRIVATE BAG X11219
MBOMBELA,
1200**

**CONTACT: MS. P Makhanya
PHONE: 013 766 6459
CLOSING DATE: AS PER BID BULLETIN AT 12H00
THE BID IS VALID FOR 90 DAYS**

PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE

BID NOTICE AND INVITATION TO BID

BIDs are hereby invited for the **PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE**

Bid documents will be obtainable from the following Bid Offices, **Mbombela Riverside Government Complex, Malelane 24 Air Street, Siyabuswa Old Parliament Building, Middleburg Department of Public Works, KwaMhlanga Government Complex Department of Finance, Piet Retief no. 11 Mearsorch Street, Evander 10 Cornell Road, Elukwatini Sub-Regional Offices and Bushbuckridge Advice Centre, Department of Finance**, on payment of a non-refundable levy of **R100.00** or can be downloaded at <http://www.etenders.gov.za>. Only bank guaranteed cheques or cash will be accepted and the document can be collected between 7:45 and 16:00. Cheques shall be made payable to Mpumalanga Provincial Government.

The closing date for receipt of bids is as per the bid bulletin.

Duly completed Bids enclosed in a sealed envelope marked “**PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE**” with the name of the Bidder, shall be deposited in the clearly marked Bid boxes provided at the following Bid Offices, **Mbombela, Malelane, Bushbuckridge, KwaMhlanga, Middleburg, Siyabuswa, Piet Retief, Elukwatini and Evander**. The Bids will be opened to the public.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids WILL NOT be accepted.

Bidders should ensure that Bids are delivered on time to the correct address. If the Bid document is late, it will not be accepted for consideration.

All documentation submitted in response to this Bid must be in English, unless otherwise indicated under technical specification.

COMPULSORY BRIEFING SESSION will be held as follows:

NB: Bidders must attend at least one briefing session, the date and time is as per the Bid bulletin.

Venue	Date and Time
Riverside Office Park, Cycad Building Block 4 , DARDLEA Ehlanzeni District Office	21 February 2025 at 10h00
Nooitgedacht Research Station (Ermelo)	20 February 2025 at 10h00
101 Main Road Thulamahashe , DARDLEA Bohlabela District Office	18 February 2025 at 10h00
Kwa Mhlanga Government Complex	19 February 2025 at 10h00

PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE

1. INTRODUCTION

The Department of Agriculture, Rural Development, Land and Environmental Affairs hereby invite prospective bidders who have the necessary skills and capacity to supply and deliver office stationery for the period of 36 months in the four districts in the Mpumalanga Province:

- Ehlanzeni District
- Bohlabela District
- Nkangala District
- Gert Sibande District

2. SPECIAL CONDITION OF CONTRACT

- The Department reserves the right NOT to appoint any Service Provider if the bid is deemed non-responsive.
- The Department intends to appoint up to a maximum of eight (8) Service Providers for this contract.
- Bidders may be rotated in line with the Department's rotation register according to Supply Chain Management rotation schedule.
- The Department reserves the right to request further clarity from preferred Service Providers (s) if necessary.
- The Department reserves the right to appoint Service Providers based on negotiated rates.
- The total rates should be inclusive of all additional costs. (Transportation costs)
- The Department is not obliged to make any purchases from the contracted Service Provider if the conditions of the contract no longer serve the best interests of the Department.
- No services or deliveries will be accepted without an approved purchase order.
- The original bid documents must be completed in black ink, and any use of correction fluid will nullify the bid.
- The Pricing Schedule must be fully completed. Any blank spaces or use of correction fluid in the bid document will result in disqualification.
- Alterations or the use of a custom-designed Bill of Quantities (BoQ) will result in disqualification.
- The Department reserves the right to review and amend the list of items in the BoQ as necessary to include new items.

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- Any new items will be negotiated with the respective Service Providers and priced at a market-related rate.
- Escalation percentages will be linked to the Consumer Price Index (CPI) during the price negotiation process.
- Price escalations will take effect from the second year until the end of the three-year contract term.

3. EVALUATION PROCESS

The evaluation process comprises of the following phases:

Phase I: Initial screening process

During this phase bid documents will be reviewed to determine compliance with the following:

- Bidders must attend the compulsory briefing session and must sign the attendance register.
- SBD forms (SBD 1, SBD 4 & SBD 6.1) must be fully completed and signed by the bidder.
- The Bill of Quantities (BoQ) must be fully completed and signed by the bidder.
- Signed Joint Venture Agreement and Power of Attorney in case of Joint Ventures must be submitted.
- Bidders must submit Company Profile which include previous contract work done, value of the work and contactable references per contract.

Failure to submit or adhere to the above “Phase I” requirements will lead to automatic disqualification.

All bidders must be registered with the Central Supplier Database (CSD), failure to do so will be automatically disqualified.

NB: It is the responsibility of the bidder to ensure that the following key information is in order to avoid any disqualification during the bid evaluations:

- The Business registration status
- Bid restrictions and defaulters status
- Identification number and the service of the state status

A bidder must comply with all Phase I requirements in order to qualify for the next phase of evaluation process.

Phase II: Functionality evaluation as per attached Terms of Reference

- a) Bids will be evaluated strictly according to the bid evaluation criteria stipulated in the terms of reference.

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- b) Bidders must as part of their bid documents, submit supportive documentation for all technical requirements as indicated hereunder. The panel responsible for scoring for the respective bids will evaluate and score all bids based on their submissions and the information provided.
- c) Bidders will not rate themselves, but need to ensure that all information is supplied as required. The Bid Evaluation Committee (BEC) will evaluate and score all responsive bids and will verify all documents submitted by the bidders.
- d) The panel members will individually evaluate the responses received against the following criteria as set out below:

Criteria	EVIDENCE	Rating	Points (100)
Relevant experience in delivering of office stationery (Copies of appointment letters or purchase orders, delivery notes and referral letters).	No attachment	1	30
	1 Appointment letter or purchase order, delivery note and a referral letter	2	
	2 Appointment letters or 2 purchase orders, 2 delivery notes and 2 referral letters	3	
	3 Appointment letters or 3 purchase orders, 3 delivery notes and 3 referral letters	4	
	4 or more Appointment letters or 4 or more purchase orders, 4 or more delivery notes and 4 or more referral letters	5	
Monetary Value of acquired experience Experience of similar value in provision of stationery.	No proof of monetary value	1	30
	Contract amounting to R50 000 or less (Supply and delivery of office stationery)	2	
	Contract amounting from R50 001 to R100 000 (Supply and delivery of office stationery)	3	
	Contract amounting from R100 001 to R300 000 (Supply and delivery of office stationery)	4	
	Contract amounting from R300 001 and above (Supply and delivery of office stationery)	5	
Availability of mode of Transport	No proof or written and signed agreement to hire	1	
	Proof of availability of transport covering 1 of the different main ton truck (own or hired)	2	

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Mode of transport to be used to deliver stationery: Proof of availability/access of relevant transport. Registration certificate, recent vehicle disc (must be certified) or written and signed agreement to hire transport accompanied by Registration certificate, recent vehicle disc (must be certified). NB: The agreement must state the tender number or the tender description. Clearly inclusive of the key following different main transportation vehicle with: • 1 ton capacity • 2 ton capacity • 3 ton capacity • 4 ton capacity	Proof of availability of transport covering 2 of the different main ton trucks (own or hired)	3	30
	Proof of availability of transport covering 3 of the different main ton trucks (own or hired)	4	
	Proof of availability of transport covering 4 of the different main ton trucks (own or hired)	5	
Proof of financial ability (Bank Rating) It should indicate the total bid offer and be stamped by the bank NB: Any banking letter that is not prepared for the bid will be rejected or will not be considered. Should the bank rating letter not be based on the bid offer amount, it will not be considered for scoring.	Bank rating letter from a financial institution with E rating / lower or no attachment	1	10
	Bank rating letter from a financial institution with D rating	2	
	Bank rating letter from a financial institution with C rating	3	
	Bank rating letter from a financial institution with B rating	4	
	Bank rating letter from a financial institution with A rating	5	
			100

Only bidders who attain a minimum of 60 percent on Functionality will qualify to proceed for further evaluation on Price and Preference points.

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THE BID EVALUATION COMMITTEE MAY CONDUCT PHYSICAL VERIFICATION DURING THE EVALUATION PROCESS.

- e) Each panel member will rate each individual criterion on the score sheet using the following scale:
1-Poor, 2- Below average, 3- Good, 4- Very good, 5- Excellent
- f) Individual value scores will be multiplied with the specified weighting for the criterion to obtain the marks scored for all elements. These marks will be added and expressed as a fraction of the best possible score for all criteria. This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 60% for functionality will be evaluated and scored in terms of pricing and socio-economic goals as indicated hereunder.
- g) The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.
- h) This score will be converted to a percentage and only bidders that have met or exceeded the minimum threshold of 60 % for functionality will be evaluated and scored in terms of pricing and socio economic goals as indicated hereunder.
- i) Any proposal not meeting a minimum score of 60% functionality will be disqualified.
- j) The price will not be evaluated at this stage.

Phase III: Price / Financial stage

- a) Price / Financial proposal must be submitted in South African Rand.
- b) The following formula will be used to calculate the points for price in respect of this bid:

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

Where

P_s = Points scored for comparative price of bid under consideration

P_t = Comparative price of bid under consideration

$P_{\min}$ = Comparative price of lowest acceptable bid

- c) The responsive bids will be adjudicated by the State on the 80/20 preference point system based on price points and preference point:
 - The bid price (maximum 80 points)
 - Specific goals (maximum 20 points)

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- d) The department reserves the right to arrange contracts with more than one contractor.
- e) The Preferential Procurement Policy Framework Act 2000 (PPPFA) Preferential Procurement Regulations 2022, Regulations were gazetted on 4 November 2022 (No. 47552) Vol.689 and effective from 16 January 2023. These bid will be evaluated as per above mentioned regulations. Bidders are required to submit evidence by which preference points can be claimed based on the specific goals determined by the Department. In case of a Joint Venture, the average score of the joint companies will be considered for determining preference point score.
- f) A maximum of 20 points may be awarded to a bidder for full complying with specific goals requirements stipulated in the table below. For this bid the maximum number preference points that could be allocated to a bidder are indicated below:

Specific Goal	Maximum Preference Points Allocated	Minimum Proof required for claiming preference points
An Enterprise owned by at least 51% black people	5	CIPC enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE status level contributor certificate or fully completed sworn affidavit,
An Enterprise owned by at least 51% youth (35 years or younger)	5	CIPC enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE status level contributor certificate or fully completed sworn affidavit
An Enterprise owned by at least 51% women	5	CIPC enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE status level contributor certificate or fully completed sworn affidavit
An Enterprise owned by at least 51% persons with disability	5	Proof of disability (Certificate from a medical doctor that specifies the nature of the disability)
Total Points	20	

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Failure to submit the required evidence will lead to allocation of zero (0) preference points

- a) The points scored by a bidder in respect of the points indicated above will be added to the points scored for price.
- b) Supply Chain Management may, before a bid is adjudicated or at any time, require a bidder to substantiate claims it has made with regard to specific goals.
- c) Points scored will be rounded off to the nearest 2 decimals.
- d) In the event that two or more bids have scored equal total points, the contract will be awarded to the bidder scoring the highest number of points for specific goals. Should two or more bids be equal in all respects, the award shall be decided by drawing of lots.
- e) The contract will be awarded to a maximum of 8 highest scored bidders or unless on reasonable and justifiable grounds, be awarded to a bid that did not score the highest number of points. The bidder must submit copies of identity documents of all directors or shareholders of the company with the bid documents at the closing date and time of the bid.

NB: It is the responsibility of the Service Provider to ensure that tax is compliant during the appointment stage and have a valid bank account.

- Where the recommended bidder is not tax compliant, the bidder will be notified by email or in writing of their non-compliant status and the bidder will be requested to provide written proof from SARS on their compliance status or proof that they have made an arrangement to meet their outstanding tax obligation, within 7 working days. The bidder should thereafter provide the Department with proof of their tax compliance status which should be verified via the Central Supplier Database.
- Should the recommended bidder fail to provide written proof of their tax compliance status within seven (7) working days for bids; the Accounting Officer or Accounting Authority must reject the bid submitted by the bidder.
- Where goods and services have been delivered satisfactory without any dispute the department must not delay the processing of payments as a result of outstanding tax matters.

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- A bidder must register for Value Added Tax (VAT) if the total value of taxable goods or services awarded is more than R1 million in a 12-month period or is expected to exceed this amount.

4. CLIENT BASE

The information submitted concerning the experience may be verified in terms of contactable references which are on the company profile. The references may include the names of relevant persons as well as their phone numbers and email addresses.

DARDLEA may utilize this data to obtain information during the evaluation and adjudication process.

5. INDEMNITY IMPLICATIONS

Successful Service Providers must be prepared to enter into a service level agreement with the DARDLEA.

DARDLEA reserves the right to award this bid on a non-exclusive basis, i.e. DARDLEA may procure similar services outside this bid with the view of securing the best service and value for money.

6. COMMUNICATION

Supply Chain Management will communicate with bidders for, among others, where bid clarity is sought, to obtain information or to extend the validity period. Any communication either by facsimile, letter or electronic mail or any other form of correspondence to any government official, department or representative of a testing institution or a person acting in an advisory capacity for DARDLEA in respect of this bid between the closing date and the award of the bid by the bidder is prohibited.

7. COUNTER CONDITIONS

Bidders' attention is drawn to the fact that amendments to any of the Special Conditions by bidders will result in invalidation of such bids.

8. PROHIBITION OF RESTRICTIVE PRACTICES

- a) In terms of Section 4(1) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms or a decision by an association of firms, is prohibited

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if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in:

- Directly or indirectly fixing a purchase or selling price or any other trading condition;
- Dividing markets by allocation customers, suppliers, territories or specific types of goods or services; or
- Collusive bidding.

b) If a bidder(s) or contractor(s), in the judgment of purchaser, has/have engaged in any of the restrictive practices referred to above, the purchaser may, without prejudice to any other remedy provided for, invalidate the bid(s) for such items(s) offered or terminate the contract in whole or in part and refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Completion Act no.89 of 1998.

9. FRONTING

DARDLEA supports the spirit of broad based black economic empowerment and recognizes that real empowerment can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in an honest, fair, equitable, transparent and legally compliant manner. Against this background, DARDLEA condemns any form of fronting.

DARDLEA, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in bid documents. Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry be established during such enquiry/investigation, the onus will be on the bidder / contractor to prove that fronting does not exist.

Failure to do so within a period of 14 days from date of notification may invalidate the bid/contract and may also result in the restriction of the bidder/contractor to conduct business with public sector for a period not exceeding ten years, in addition on any other remedies DARDLEA may have against the bidder/contractor concerned.

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Fronting is prohibited. Any bidder found to have fronted shall automatically be disqualified.

For contracts already awarded, the contract shall be cancelled and any costs borne shall be for the account of the defaulting Bidder. These costs shall include the costs of appointing another Bidder to complete the work.

10. COMPLETION PERIOD

The successful Bidder(s) will be expected to offer the services as and when required for a period of 36 months.

The Service Providers are expected to deliver the required goods within 30 days after the receipt of an order or unless agreed upon with the Department within the duration of the contract.

11. MONITORING

Bidders are to note that the Department will monitor and evaluate the project through delegated officials. All payment claims are to be certified by the delegated official, before payment can be effected.

12. TAXES

Value Added Tax at 15% must be included in the agency fees. If a bidder is not registered with SARS for VAT purposes and is awarded a bid that is above the threshold required for registration, proof for VAT registration application must be submitted within 14 days of the signing of the contract with the Department. **Failure to submit the above-stated shall result in the VAT not been paid to the Bidder.**

13. PRICE NEGOTIATION

- a) The market-related prices are used as a basis to negotiate agreed market rates.
- b) Rates will be negotiated with recommended bidders in line with the prevailing market prices and the agreed negotiated rates will apply to successful bidders on the contract.
- c) If the market related price is not agreed to as envisaged by the eight bidders, the department shall cancel the bid.
- d) The market-related prices are used as a basis to negotiate agreed market rates.
- e) The Department will negotiate with recommended prospective bidders who quoted above the market-related prices. Negotiations will be backed by evidence from the

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market. If all bidders do not agree, they will be requested to provide reasons for rejecting the offer, and reasons must be supported by proof of relevant market rates.

- f) Recommended Prospective Bidders who quoted below the market-related prices will be required to confirm that they will deliver the goods and services as per the quoted prices will be appointed on their quoted prices. Failure to deliver on their quoted prices will lead to cancelation of their bid.
- g) The Department will prepare individual bills of quantity for each bidder, which will be used during service delivery: Service Providers who quoted below the market rate may sign a BoQ which may be different from the panel rates.

14. RIGHT OF DARDLEA TO INVESTIGATE AND SEEK CLARIFICATION

- The Department may, in its sole discretion, seek clarification, during the process. In the process of clarification, no change in the substance of the Technical Section or in the Financial Section shall be sought, offered or permitted.
- The Department shall seek all clarifications in writing and the bidders responses shall also be in writing. Without limiting the information above, the Department may, in its sole discretion;
- Investigate evidence of the ability and experience of a Bidder under consideration, including joint venture partners, proposed sub-contractors, and parties otherwise related to the Bidder or the Bidder's Proposal; and
- Require or seek out confirmation from other parties of information furnished by a Bidder.

15. ARITHMETICAL ERRORS

Check responsive Bid offers for arithmetical errors, correcting them in the following manner:

- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- If a Bill of Quantities (or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross

PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE

misplacement of the decimal point in the unit rate, the line item total as Bided shall govern, and the unit rate will be corrected.

- Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Service Provider's addition of prices, the total of the prices shall govern and the Service Provider will be asked to revise selected item prices (and their rates if a bills of quantities applies) to achieve the Bided total of the prices.
- Consider the rejection of a Bid offer if the Service Provider does not correct or accept the correction of his arithmetical errors in the manner described above.

16. SIGNATURE OF AUTHORITY

Only persons duly authorized by a company shall sign the documents that are to be submitted to the Department. A letter of authorization must accompany bid documents. In terms of joint ventures, a document of establishment of the venture must accompany bid documents. Representatives of all the parties in the joint venture shall sign the establishment document.

17. ACCEPTANCE AND REJECTION

The Department may reject any bid document if it deviates from the set criteria and reserves the right to accept or reject any bid if it does not meet the necessary requirements.

18. TIME SCHEDULE

All bids will be valid for **90 days** after closing date. In cases where a Bidder fails to sign the contract of agreement or produce the required security within the required time, be unable to undertake work given or withdraw during the appointment period, the bidder shall repay the full expenses of re-advertising and preparing of new bids. This shall not apply if the Department accepts another bidder from the list.

19. JURISDICTION

The applicable legislation of the Republic of South Africa shall apply to each contract on its acceptance as *domicilium citandiet executandi*, where any legal process may be resumed on the contractor.

Each bidder binds itself to the jurisdiction and the stipulated laws of the Republic of South Africa.

PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE

20. PAYMENTS

Payments shall be as stipulated in the Service Level Agreement entered into between the department and the successful bidder.

21. MEDIATION AND ARBITRATION

Mediation and Arbitration proceedings shall be in terms of rules laid by the Law Society of South Africa.

22. ENQUIRIES AND CLOSING DATE

Technical Enquiries	:	Ms. P. Makhanya
	:	013 766 6459
	:	Pmakhanya@mpg.gov.za
Administrative Enquiries	:	Ms NI MBUYANE / Ms TV DHLUDHLU
Contact	:	013 766 6118 / 013 766 6674
Email	:	nimbuyane@mpg.gov.za/
		vmanana@mpg.gov.za

BILL OF QUANTITIES FOR STATIONERY

Item No.	Item Description	Unit Measure	Unit Price / Rate
1	Adhesive Glue - 20 g (Pritt or Equivalent)	Each	
2	Adhesive Glue - 40 g (Pritt or Equivalent)	Each	
3	Adhesive Glue (Clear) - 22 ml	Each	
4	Superb Ballpoint Pen (Black)	Each	
5	Superb Ballpoint Pen (Blue)	Each	
6	Superb Ballpoint Pen (Red)	Each	
7	Ballpoint Gel Pen (Black)	Each	
8	Ballpoint Gel Pen (Blue)	Each	
9	Ballpoint Gel Pen (Red)	Each	
10	Pilot G2 Rollerball Pen (Black)	Each	
11	Pilot G2 Rollerball Pen (Blue)	Each	
12	Pilot G2 Rollerball Pen (Red)	Each	
13	Bic Clic Ballpoint Pen (Black)	Each	
14	Bic Clic Ballpoint Pen (Blue)	Each	
15	Bic Clic Ballpoint Pen (Red)	Each	
16	Pencil with eraser	Each	
17	Clutch Pencil - 0,5mm	Each	
18	Pencil leads 0,5mm	per pack of 10	
19	Pencil Sharpener - (2 hole Barrel)	Each	
20	Metal double 2 hole wedge sharpener	Each	
21	Pair of Scissors - 21cm	Each	
22	Office 2 hole Puncher	Each	
23	Office semi-heavy duty Puncher	Each	
24	Office Heavy duty Puncher	Each	
25	Office Heavy-duty (Giant) Puncher (More than 150 pages)	Each	
26	Acetone - 1L	Each	
27	Archive Box Storage with lid - extra heavy duty (435mm X 340mm X 250 mm)	Each	
28	Rubber Band - 32	Pack of 100	
29	Rubber Band - 38	Pack of 100	
30	Rubber Band - 64	Pack of 100	
31	Rubber Band - 69	Pack of 100	
32	Battery Alkine AAA	Pack of 4	
33	Battery Alkine AA	Pack of 2	
34	Battery rechargeable power plus AA 1,5V	Pack of 4	
35	Battery 1,5V	Pack of 2	
36	Slide Binder - 5 mm	Pack of 10	
37	Slide Binder - 10 mm	Pack of 10	
38	Slide Binder - 15 mm	Pack of 10	
39	Slide Binder - 20 mm	Pack of 10	

40	Slide Binder - 25 mm	Pack of 10	
41	Ring Binder - 5 mm	Pack of 10	
42	Ring Binder - 10 mm	Pack of 10	
43	Ring Binder - 15 mm	Pack of 10	
44	Ring Binder - 20 mm	Pack of 10	
45	Ring Binder - 25 mm	Pack of 10	
46	Ring Binder - 51 mm	Pack of 10	
47	Grip Binder - 32 mm	Pack of 100	
48	Grip Binder - 38 mm	Pack of 100	
49	Grip Binder - 51 mm	Pack of 100	
50	Grip Binder - 76 mm	Pack of 100	
51	Short hand Notebook (A5)	Each	
52	A5 Notebook (144 pages)	Each	
53	A4 1 Quire Notebook	Each	
54	A4 2 Quire Notebook	Each	
55	A4 3 Quire Notebook	Each	
56	Springclip Box File - PVC	Each	
57	Extention Cord - 5 m	Each	
58	Extention Cord - 10 m	Each	
59	Extention Cord - 15 m	Each	
60	Extention Cord - 20 m	Each	
61	Adapter Plug & Multi Plug (5 Way)	Each	
62	Adapter Plug & Multi Plug (6 Way / 3-3)	Each	
63	Cash Box No. 6 (145 X 75 mm)	Each	
64	Cash Box No. 8 (195 X 155 mm)	Each	
65	Cash Box No. 10 (245 X 175 mm)	Each	
66	Adapter Plug & Multi Plug with	Each	
67	Calculator - 10 digit	Each	
68	Calculator - 12 digit	Each	
69	Calculator - 12 digit (Scientific)	Each	
70	Calculator - 10 digit (Financial Accounting)	Each	
71	A4 Carbon Paper (Blue & Black)	100 sheets	
72	Dividing board with shoulder, rainbow (File Dividers - 10tab)	per pack of 10	
73	Dividing board with shoulder, rainbow (File Dividers - 5 tab)	per pack of 05	
74	A4 File Divider (Hardboard - Brown)	Per pach of 100	
75	File Dividers (Jan - Dec)	Each	
76	File Dividers (A - Z)	Each	
77	File Dividers (1 - 10)	Each	
78	File Dividers (1 - 31)	Each	
79	A4 Flip pockets File 10 pockets	Each	
80	A4 Flip pockets File 20 pockets	Each	
81	A4 Flip pockets File 30 pockets	Each	
82	A3 Flip pockets File 10 pockets	Each	
83	Plastic P ocket (high quality) - per pack of 100	Each	
84	Flip chart paper	Each	
85	Paper Clips - 33mm (Silver)	Box of 100	

86	Paper Clips - 50mm (Silver)	Box of 100	
87	Paper Clips - 78mm (Silver)	Box of 100	
88	Paper Clips - 33mm (Assorted)	Box of 100	
89	Paper Clips - 50mm (Assorted)	Box of 100	
90	Cube Refill (Assorted / Rainbow)	Each	
91	Paper cube holder	Each	
92	Desk cube holder (transparent with refill - assorted colours)	Each	
93	Fold back clips - 19mm	Each	
94	Fold back clips - 32mm	Each	
95	Fold back clips - 51mm	Each	
96	A4 PVC Clipboard	Each	
97	A4 Masonite clipboard	Each	
98	A4 PVC Folding Clipboard		
99	Correction fluid with metal point	Each	
100	Drawing pins (15mm - assorted colours)	Pack of 100	
101	Map pins (15mm - assorted colours)	Pack of 100	
102	Indicator Pins - Large / 20mm (Assorted Colours)	Pack of 100	
103	Indicator Pins - Small / 15mm (Assorted Colours)	Pack of 100	
104	DLB Envelope (Brown)	Box of 250	
105	DLB Envelope (White)	Box of 250	
106	A4 Envelope (Brown)	Box of 250	
107	A4 Envelope (White)	Box of 250	
108	A3 Envelope (Brown)	Box of 250	
109	A3 Envelope (White)	Box of 250	
110	Eraser	Each	
111	Executive pad (100 sheets - punched)	Each	
112	File fasteners - 80mm	per pak of 50)	
113	A4 frosted sheets - Assorted colours (Clear, Yellow, Green & Red)	Per ream of 100	
114	A4 Arch lever File - PVC - 70mm	Each	
115	A4 Arch lever File - PVC - 40mm	Each	
116	A4 Arch lever File - Board - 40mm	Each	
117	A4 Arch lever File - Board - 70mm	Each	
118	Treasury tags (Indian files) - 51mm	Per box of 100	
119	Treasury tags (Indian files) - 76mm	Per box of 100	
120	Treasury tags (Indian files) - 102mm	Per box of 100	
121	Z20 Files - 81/30179	Per pack of 100	
122	Z20 Files - 81/30482	Per pack of 100	
123	Quotations Files - crystal clear front - green	Pack of 10	
124	Quotations Files - crystal clear front - green	Pack of 12	
125	Custodian medium weight Files (SFS top retrieval with plastic snap c	Each	
126	Endorsement ink - 30ml (blue, black & red)	Each	
127	Selfinking stamp with black inkp pad S-826 Dater (41X24mm)		
128	Stamp pad (black, blue & red)	Each	
129	Instruction Labels - Urgent	Per box of 120	
130	Instruction Labels - Confidential	Per box of 120	
131	Instruction Labels - Handle with care	Per box of 120	

132	Instruction Labels - Danger	Per box of 120	
133	Tower colour code labels - 10mm	Per box of 700	
134	Tower colour code labels - 13mm	Per box of 400	
135	Tower colour code labels - 19mm	Per box of 250	
136	Tower colour code labels - 125mm	Per box of 125	
137	Tower colour code labels - 32mm	Per box of 75	
138	Pop-up Flags - Neon 45 X 25mm (200 sheets - 5 pads	Each	
139	Post-It Note Pads - 75mm X 105mm		
140	Post-It Note Pads - Neon Cube (75mm X 75mm - 5 pads)		
141	Pop-Up Flags SIGN HERE - Neon 45 X 12mm (150 sheets - 5 pads)		
142	A5 Laminating Pouches	Per ream of 100	
143	A4 Laminating Pouches	Per ream of 100	
144	A3 Laminating Pouches	Per ream of 100	
145	Laminating Poches - micron : A4 216 X 304mm	Per ream of 100	
146	Letter opener	Each	
147	Wooden letter tray	Each	
148	Wooden waste bin	Each	
149	Letter tray (three tower)	Each	
150	Permanent Marker - 70 (high performance) - Assorted colours	Each	
151	Permanent Marker - 700 (high performance) - Assorted colours	Each	
152	Highlighters Wallet - 4 (Assorted colours)	Pack of 4	
153	Highlighters - Assorted colours	Each	
154	White board marker - Assorted colours	Each	
155	USB - 8g	Each	
156	USB - 16g	Each	
157	USB - 328g	Each	
158	Sandisk 80MB Ultra 64GB	Each	
159	Sandisk 128GB Etxreme Pro SD card read speed of 90MB/s and write speed of 90MB/s	Each	
161	A3 Attendance Register - Z8 (81/94113)	Each	
162	Finger Cones (Fingerettes) - Size 00	Per pack of 12	
163	Finger Cones (Fingerettes) - Size 0	Per pack of 12	
164	Finger Cones (Fingerettes) - Size 1	Per pack of 12	
165	Finger Cones (Fingerettes) - Size 2	Per pack of 12	
166	Finger Cones (Fingerettes) - Size 3	Per pack of 12	
167	Prestic (Bostic - 50g)	Each	
168	Prestic (Bostic - 100g)	Each	
169	Stapler (2 - 30 Sheets of 80gsm papers - Metal half strip)	Each	
170	Metal Heavy Duty Stapler (90 sheets)	Each	
171	Metal Heavy Duty Stapler (240 sheets)	Each	
172	Staples 26/6	Each	
173	Staples - Giant (23-10mm)	Each	
174	Staples - Giant (66-14mm)	Each	
175	Staple Remover	Each	
176	Heavy Duty staple Remover	Each	
177	Stencil (Mathematicak Instrument Set size	Each	

178	Store A File (5 Compartments)	Each	
179	Store A File (6 Compartments)	Each	
180	Achive brown box with lids (Extra Heavy Duty - 435mm X 340mm X 250mm)	Each	
181	Sellotape	Each	
182	Packaging Tape (48mm X 50m) Clear	Each	
183	Packaging Tape (48mm X 50m) Buff	Each	
184	Buddi Storage Unit (A4 - 6 Drawers) 400 X 297mm	Each	
185	Externam Hard Drive 1 TB	Each	
186	Universal Marker Fluid (Clear)	Each	
	TOTAL STATIONERY	R	

BILL OF QUANTITIES FOR TONERS & CARTRIDGES

No.	DESCRIPTION	QUANTITY	Unit Price
1	Cartridge - Brother LC67BK	Each	
2	Cartridge - Brother LC67M	Each	
3	Cartridge - Brother LC67C	Each	
4	Cartridge - Brother LC67Y	Each	
5	Cartridge - Brother LC47 BK	Each	
6	Cartridge - Brother LC47 M	Each	
7	Cartridge - Brother LC47 C	Each	
8	Cartridge - Brother LC47 Y	Each	
9	Cartridge - Brother LC 1000 - Black	Each	
10	Cartridge - Brother LC 1000 - Cyan	Each	
11	Cartridge - Brother LC 1000 - Magenta	Each	
12	Cartridge - Brother LC 1000 - Yellow	Each	
13	Toner - Brother 273 CL (Black)	Each	
14	Toner - Brother 273 CL (Cyan)	Each	
15	Toner - Brother 273 CL (Magenta)	Each	
16	Toner - Brother 273 CL (Yellow)	Each	
17	Toner - Brother TN-3185	Each	
18	Toner - Brother TN-3355	Each	
19	Toner - Brother TN-580	Each	
20	Toner - Brother TN-620	Each	
21	Toner - Brother N-650	Each	
22	Brother 5819001 - DR - 3355 DRUM	Each	
23	Toner - Brother MFC 8450N	Each	
24	Toner - Brother MFC 8460N	Each	
25	Toner - Brother MFC 8480 DN	Each	
26	Toner - Brother MFC 8860 DN	Each	
27	Toner - Brother MFC 8870 DW	Each	
28	Toner - Brother MFC 8890 DW	Each	
29	Cartridge - HP C940 (Black)	Each	
30	Cartridge - HP C940 (Magenta)	Each	
31	Cartridge - HP C940 (Yellow)	Each	
32	Cartridge - HP C940 (Cyan)	Each	
33	Cartridge - HP C950 (Black)	Each	
34	Cartridge - HP C950 (Cyan)	Each	
35	Cartridge - HP C950 (Yellow)	Each	
36	Cartridge - HP C950 (Magenta)	Each	
37	Cartridge - 932 K (Black)	Each	
38	Cartridge - 933 Y (Yellow)	Each	
39	Cartridge - 933 K (Blue)	Each	
40	Cartridge - 933 M (Magenta)	Each	
41	Cartridge HP 561 HE	Each	
42	Cartridge HP 562 HE	Each	
43	Toner HP Lazerjet 550DN Fuser Kit	Each	

BILL OF QUANTITIES FOR TONERS & CARTRIDGES

No.	DESCRIPTION	QUANTITY	Unit Price
44	Toner - Font CB 540A - Black	Each	
45	Toner - CB 541A BLUE	Each	
46	Toner - HP Laserjet CB542	Each	
47	Toner - CB 543	Each	
48	Toner - Combined Drum And Toner (8543 X)	Each	
49	Toner - HP CE260A - Black	Each	
50	Toner - HP CE261A - Cyan	Each	
51	Toner - HP CE262A Yellow	Each	
52	Toner - HP CE263A - Magenta	Each	
53	Toner - HP Laser Jet CC530A	Each	
54	Toner - HP Laserjet CC531A (Cyan)	Each	
55	Toner - INK CC532A	Each	
56	Toner - HP Laserjt CC533A - (Magenta)	Each	
57	Toner - HP Laserjet P2055 CE505A	Each	
58	Cartridge - Lexmark C540 (Black)	Each	
59	Cartridge - Lexmark C540 (Magenta)	Each	
60	Cartridge - Lexmark C540 (Yellow)	Each	
61	Cartridge - Lexmark C540 (Cyan)	Each	
62	Toner - C7115A	Each	
63	Toner - HP BLACK Q5942 A	Each	
64	Toner - HP BLACK Q5949 A	Each	
65	Toner - HP 435 (35 A)	Each	
66	Toner - 49 A	Each	
67	Toner - HP CE 505 A	Each	
68	Toner - CF 400 A	Each	
69	Toner - CF 401 A	Each	
70	Toner - CF 402 A	Each	
71	Toner - CF 403 A	Each	
72	Toner - CE 410 A	Each	
73	Toner - CE 411 A	Each	
74	Toner - CE 412 A	Each	
75	Toner - CE 413 A	Each	
76	Toner - 80A	Each	
77	Toner - LASEJET 81 A	Each	
78	Toner - 5450N	Each	
79	Toner - HP 7313	Each	
80	Cartridge - (122 - Black and Colour)	Each	
81	Cartridge - (650 - Black and Colour)	Each	
82	Cartridge - C9361	Each	
83	Cartridge - C6578	Each	
84	Cartridge - CH 9393	Each	
85	Cartridge - HP C21	Each	
86	Cartridge - HP C22	Each	
87	Cartridge - HP C38	Each	

BILL OF QUANTITIES FOR TONERS & CARTRIDGES

No.	DESCRIPTION	QUANTITY	Unit Price
88	Toner - 59 A	Each	
89	Toner - Brother 461 Black	Each	
90	Toner - Brother 461 Yellow	Each	
91	Toner - Brother 461 Cyan	Each	
92	Toner - Brother 461 Magenta	Each	
93	Drum - Brother (MFC-L8690CDW)	Each	
94	Tape Cassette for Assets Barcode - Size 18	Each	
TOTAL		R	

BILL OF QUANTITIES FOR PAPERS

Item No.	Item Description	Unit Measure	Unit Price / Rate
1	A4 Copy Papers - 80gsm (White)	Per box	
2	A3 Copy Papers - 80gsm (White)	Per ream	
3	A4 Papers - 160gsm (White)	Per ream (100's)	
4	A4 Papers - 160gsm (Blue)	Per ream (100's)	
5	A4 Papers - 160gsm (Green)	Per ream (100's)	
6	A4 Papers - 160gsm (Yellow)	Per ream (100's)	
7	A4 Papers - 160gsm (Pink)	Per ream (100's)	
8	A4 Curious Metal Paper (Opal) - 120gsm (White Gold)	Per ream (100's)	
9	A4 Curious Metal Paper (Opal) - 120gsm (Ice Silver)	Per ream (100's)	
10	A5 Curious Metal Envelopes (Opal) - White Gold	Per Pack of 100	
11	A5 Curious Metal Envelopes (Opal) - Ice Silver	Per Pack of 100	
12	DLB Curious Metal Envelopes (Opal) - White Gold	Per Pack of 100	
13	DLB Curious Metal Envelopes (Opal) - Ice Silver	Per Pack of 100	
14	A4 - A4 Power coated matt (250 gsm)	Per Pack of 100	
15	A4 - A4 Power coated matt (300 gsm)	Per Pack of 100	
16	A3 Power coated matt (250 gsm)	Per Pack of 100	
17	A3 Power coated matt (300 gsm)	Per Pack of 100	
18	A4 Papers - 160gsm (White)	Each (Per Sheet)	
19	A4 Papers - 160gsm (Blue)	Each (Per Sheet)	
20	A4 Papers - 160gsm (Green)	Each (Per Sheet)	
21	A4 Papers - 160gsm (Yellow)	Each (Per Sheet)	
22	A4 Papers - 160gsm (Pink)	Each (Per Sheet)	

TOTAL	R
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**PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE
STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF
MPUMALANGA PROVINCE**

1	TOTAL STATIONERY	R
2	TOTAL TONERS & CARTRIDGES	R
3	TOTAL PAPERS	R
TOTAL		R
VAT 15%		R
TOTAL INCLUSIVE OF VAT (TOTAL BID OFFER)		R

Name of Bidder:

Signature:

Date:.....

**Application for a Tax Clearance Certificate****Purpose**Select the applicable option Tenders ☐ Good standing ☐

If "Good standing", please state the purpose of this application

Particulars of applicantName/Legal name
(Initials & Surname
or registered name)Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax
no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax
no

E-mail address

Physical address

Particulars of tender (If applicable)

Tender number

Estimated Tender amount R ,

Expected duration of the tender year(s)

Particulars of the 3 largest contracts previously awarded

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

Audit

Are you currently aware of any Audit investigation against you/the company? YES NO

If "YES" provide details

Appointment of representative/agent (Power of Attorney)

I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent	Date
Name of representative/agent	

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer	Date
Name of applicant/Public Officer	

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...

As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

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 institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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;
- 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.
- 3.4 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.

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.

- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No-89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....

.....

Signature

Date

.....

.....

...

Position

Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

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

The maximum points for this tender are allocated as follows:

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

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

PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE

- 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 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

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

PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE

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:

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

PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE

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)
An Enterprise owned by at least 51% black people	5	
An Enterprise owned by at least 51% youth (35 years or younger)	5	
An Enterprise owned by at least 51% women	5	
An Enterprise owned by at least 51% persons with disability	5	

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

PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE PERIOD OF 36 MONTHS IN THE FOUR DISTRICTS OF MPUMALANGA PROVINCE

of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

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

SURNAME AND NAME:

.....

DATE:

.....

ADDRESS:

.....

.....

.....

.....

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THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

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.

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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

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

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

5. Use of contract documents and information; inspection.

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.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

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.

6. Patent rights

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

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (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

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

17. Prices

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

18. Contract amendments

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

19. Assignment

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

20. Subcontracts

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this 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.

21. Delays in the supplier's performance

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 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.
34 Prohibition of Restrictive practices	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)