

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Office: FAMILY ADVOCATE: CAPE TOWN

Billing Address: PRIVATE BAG X136, CAPE TOWN, 8000

Delivery Address: 55 UNION CASTLE BUILDING 10TH FLOOR, CNR HQUT STRE, CAPE TOWN, 8001, SOUTH AFRICA,

Tel: 021 426 1216 Fax: 021 424 6108

Email: fkarriem@justice.gov.za



PURCHASE ORDER

Original

Khusela Solutions (Pty) Ltd

PO Box 3087

Durbanville

Durbanville Ext37

Durbanville

Western Cape

7551

ZAF

Attention: Jasmin Payten

Cell: 079 319 5794

Office: 0215529101

Fax: 0215516154

Email: team@khusela.co.za

PO Number:

POR00005R3

Amendment: 0

Date: 2023/08/14

Our contact

F KARRIEM

Cell: 073 875 7960

Tel: 021 426 1216

Fax: 021 426 1215

Email: fkarriem@justice.gov.za

	Contract Number	Your Item Number	Our Item Number	Description	Delivery Date	Quantity	Total (Excl)
1	001358		1007684 0021	TONER CARTRIDGE	2023/08/14	5.00 EA	15,475.00
2	001358		1007684 0021	TONER CARTRIDGE	2023/08/14	5.00 EA	15,475.00
3	001358		1007684 0021	TONER CARTRIDGE	2023/08/14	5.00 EA	15,475.00
4	001358		1007684 0021	TONER CARTRIDGE	2023/08/14	10.00 EA	19,600.00
5	001358		1007684 0021	TONER CARTRIDGE	2023/08/14	5.00 EA	6,675.00
6	001358		1007684 0021	TONER CARTRIDGE	2023/08/14	3.00 EA	5,010.00
7	001358		1007684 0021	TONER CARTRIDGE	2023/08/14	3.00 EA	5,010.00
8	001358		1007684 0021	TONER CARTRIDGE	2023/08/14	3.00 EA	5,010.00

Sub Total:	ZAR	87,730.00
Discount:	ZAR	0.00
Total (Excl):	ZAR	87,730.00
VAT:	ZAR	13,159.50
Total (Inc):	ZAR	100,889.50

Full Names:

Adv N Bar

Signature:

Date: 14/08/2023

Print date: Monday, 14 August 2023, 14:58

Page: 1 of 2

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BRANCH: COURT SERVICES' POLICY DEVELOPMENT AND MANAGEMENT
FAMILY ADVOCATE OFFICE : WESTERN CAPE
Tel: 021 – 426 1216
Fax: 021 – 424 6108

INTERNAL MEMO

DATE:	11 August 2023	FILE NR:	
TO:	Adv. N Britz Snr Family Advocate Cape Town	FROM:	Mr. F Arendse SAO Cape Town
CC:			
SUBJECT:	Request for approval for procurement of Cartridges for the Office of the Family Advocate Cape Town.		

1. Purpose

- 1.1 To request the Senior Family Advocate approving the procurement of cartridges for Office of the Family Advocate, Cape Town.

2. Background/ Motivation

- 2.1 The Office of the Family Advocate, Cape Town is in the process to procure cartridges for the office.
- 2.2 The cartridges will be used to print reports which needs to be filed at court, printing of court orders and printing documents relating to the opening and closing of files on daily, weekly and monthly basis.
- 2.3 The office cannot function without these cartridges and therefore it is a need to procure these cartridges.

3. Financial Implication

- 3.1 Funds are sufficient in the 2023/2024 budget of the office of the Family Advocate, Cape Town.
- 3.2 Quotation were sourced and received from:

Intostat R95 806.79

Dynamic Toner Solutions R123 815.90

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Khusela Solutions(Pty)Ltd R100 889.50

3.4 Funds are available from the following codes:

Responsibility:	30164684
Objective	30011684
Item	Cons: sp & os; print cartridges

4. PAJA Compliance

"All the requirements for taking a lawful, reasonable and procedurally fair administrative action have been complied with and no grounds exist for the review of the action."

5. Recommendation

5.1 The Senior Family Advocate approved the request for the procurement of cartridges from Khusela Solutions(Pty)Ltd R100 889.50

Mr. F Arendse
Snr Admin Officer

Approved / Not Approved

COMMENTS:

Adv. N Britz
Snr Family Advocate



Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

GOODS & SERVICES REQUISITION
DOJ & CD

Reference	001350										Responsibility:										3 0 1 6 4 6 8 4										Contact Person: F Karriem										R Q R 0008 TB																																																											
Date requested	1 4 0 8 2 3										Objective:										3 0 0 1 1 6 8 4										Contact No: 021 426 12 16										Q R R 0005 WS																																																											
Date Required	1 4 0 8 2 3										Project:																				Fax No: 086 5699894										P O R 0005 R3																																																											
											Fund:																				Room No:										R N R 0007 4Q																																																											

Search for the item(s) you need in JYP. When you have found the relevant item(s), fill in the Goods & Services Requisition and obtain authorisation. Goods & Services Requisitions that are not signed by the correct delegated authority will not be processed. Please show complete Item Descriptions and Item Numbers, to ensure your request is processed correctly.

Line	Item	Description	Qty	UOM	Unit Price (inc VAT)	Total Amount (inc VAT)
1	1 0 0 7 6 8 4	Toner cartridge	5			R 17 796,25
2	1 0 0 7 6 8 4	Toner cartridge	5			R 17 796,25
3	1 0 0 7 6 8 4	Toner cartridge	5			R 17 796,25
4	1 0 0 7 6 8 4	Toner cartridge	10			R 22 540,00
5	1 0 0 7 6 8 4	Toner cartridge	5			R 7 676,25
6	1 0 0 7 6 8 4	Toner cartridge	3			R 5 761,50
7	1 0 0 7 6 8 4	Toner cartridge	3			R 5 761,50
8	1 0 0 7 6 8 4	Toner cartridge	3			R 5 761,50
9						
10						
11						
12						
13						
Total						R 100 889,50

Comments:

Requestor	1 9 2 8 5 0 3 5 Persal Number	M s L D L O V A Name & Surname	 Signature	S A C Designation/Rank	1 4 0 8 Date
Responsibility Manager	1 4 5 3 2 1 9 1 Persal Number	M r F A R E N D S E Name & Surname	 Signature	A S D Designation/Rank	1 4 0 8 Date
Delegated Authority	2 3 9 5 7 5 6 5 Persal Number	A D V N B R I T Z Name & Surname	 Signature	H O O Designation/Rank	1 4 0 8 Date

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Postal Address: PO BOX 136, Cape Town, 8000
Delivery Address: 65 UNION CASTLE BUILDING, 10TH FLOOR, ST GEORGES MALL, Cape Town, 8000
Tel: 021 426 1216 Fax: 086 569 9894 Email: fkarriem@justice.gov.za

REQUEST FOR QUOTATION

Date: 07 August 2023

Enquires: fkarriem@justice.gov.za

Tel: 021 462-5471

Comments: Please provide a quotation for the items/services specified hereunder or in accordance with the attached specifications. Your quotation, together with this form, the requested SBD forms, should be faxed or e-mailed (in PDF format only) to the above fax number and/or e-mail address.

LINE	DESCRIPTION	UNIT	QUANTITY
1	Brother MFC-L 8690CDW - TN-469 Yellow		5
2	Brother MFC-L 8690CDW - TN-469 Cyan		5
3	Brother MFC-L 8690CDW - TN-469 Magenta		5
4	Brother MFC-L 8690CDW - TN-469 Black		10
5	HP Laserjet 131A - Black		5
6	HP Laserjet 131A - Yellow		3
7	HP Laserjet 131A - Cyan		3
8	HP Laserjet 131A - Magenta		3
9			
10			

1. Quotations should be faxed/e-mailed (in PDF format only) to reach sender no later than close of business on 15 August 2023.

2. Quotations must indicate the validity period and should be valid for at least sixty (60) days.

3. Quotations must include VAT and delivery costs.

4. Please indicate your delivery period: ETA 2-5 working days, stock ex JHB.

5. All prices must be firm for the duration of the contract.

6. The offer must be strictly to specification.

7. Please find attached the following documentation for completion and resubmission together with your quotation:*

- a. SBD 4
 - b. SBD 6.1 (Applicable when quoting above R2 000). When claiming points for person/s with disability, proof must be submitted. Person/s with disability are defined in the Employment Equity Act, 1998.
 - c. SBD 6.2 (Applicable when local content is a requirement, such as office furniture, textiles and clothing, plastic pipes cement, steel products, electrical cables, certain PPE's such as sanitizer, disinfectant, masks, etc.)
8. It is your responsibility to ensure that the sender receives your quotation.

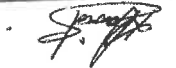
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9. Quotations must include the above information and must be strictly in line with the specifications, failing this the quotation may be rejected.
10. If VAT registered, include VAT number on the quotation.
11. The General Conditions of Contract (GCC) are applicable to all successful bids.
12. This RFQ must be signed and returned with the quotation and relevant SBD forms.
13. The delivery address is: 55 Union Castle Building, St Georges Mall, Cape Town
- *Delete whichever not applicable.
- I/we agree that the offer herein shall remain binding upon me/us and open for acceptance by the DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT during the validity period indicated and calculated from the closing time stated above.

Authorised signature of Supplier



Name and Capacity

Kweste Davis

Date

07.07.2023

COMPARATIVE PRICING SCHEDULE

Project or Procurement Description:

Cartridges

BIDDER No.	1 (lowest quote)	2	3	4	5
NAME OF BIDDER	Introstat	Khusela Solutions	Dynamic Toner Solutions		Supplier 5
BID PRICE	R 95 806,79	R 100 889,50	R 123 815,90		R 0,00
PRICE (80 or 90)	80	75,76	56,61	160	160
BBBE STATUS POINTS	0	18	10	10	0
TOTAL (100)	80,00	93,76	66,61	170,00	160,00

Delivery Period (in DAYS)	ASAP	ASAP
Quotation Expiry Date	90 DAYS	90 DAYS
Is price Firm / Not Firm?	FIRM	FIRM

Specific Goals: Enterprises with ownership of 51% or more by:	Number of points (90/10 system)	Number of points (80/20 system)	Supplier / Tenderer
Black persons	5	10	
Women	2	5	
Youth	2	3	
Disability	1	2	

Evaluator 1: Name F. Rossier Signature [Signature] Date 14/08/2023

Evaluator 2: Name F. Amandla Signature [Signature] Date 14/08/2023

GUIDELINE:

1. The lowest bid price must always be the bidder no 1, for all other supplier to compare against lowest.
2. All inclusive total prices must include VAT, and must be firm (not subject to exchange rates)
3. At least five suppliers must be approached for quotations, but a minimum of 3 quotations is mandatory.

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Khusela
Solutions (Pty) Ltd

Secure your Investment in IT

Department of Justice and Constitutional Dev

10TH FLOOR, 55 UNION CASTLE BUILDING,

ST GEORGES MALL,

CAPE TOWN

8000

Att: Ms. F Rossier

021 426 1216

KFR:00131

Document No	Your Order No.	Date	Page
KQ047559	Toner	07 Aug 2023	1

Customer Account No	Customer VAT Reg No
DEP009	

VAT Reg No: 4140207004

www.khusela.co.za

Tel: +27 21 552 9101
Fax: +27 21 551 6154

Unit D4
Spearhead Business Park
Montague Drive
Montague Gardens
7441

QUOTE

Stock Code	Description	Qty	Unit Price	Nett Price	VAT	Incl. Price
TN469Y	High yield yellow toner cartridge	5	3 095.00	15 475.00	2 321.25	17 796.25
TN469C	High yield cyan toner cartridge	5	3 095.00	15 475.00	2 321.25	17 796.25
TN469M	High yield magenta toner cartridge	5	3 095.00	15 475.00	2 321.25	17 796.25
TN469BK	High yield black toner cartridge	10	1 960.00	19 600.00	2 940.00	22 540.00
CF210A	HP # 131A BLACK LASERJET TONER CARTRIDGE FOR HP LASERJET PRO	5	1 335.00	6 675.00	1 001.25	7 676.25
CF211A	HP # 131A CYAN LASERJET TONER CARTRIDGE FOR HP LASERJET PRO	3	1 670.00	5 010.00	751.50	5 761.50
CF212A	HP # 131A YELLOW LASERJET TONER CARTRIDGE FOR HP LASERJET PR	3	1 670.00	5 010.00	751.50	5 761.50
CF213A	HP # 131A MAGENTA LASERJET TONER CARTRIDGE FOR HP LASERJET P	3	1 670.00	5 010.00	751.50	5 761.50

RFB 740//2020

Originals quoted

Quote valid for 60 days subject to ROE fluctuations

Brother pricing based on Q3 SITA pricing, ROE (R19.00/\$1)

HP pricing based on current stock on hand, subject to change

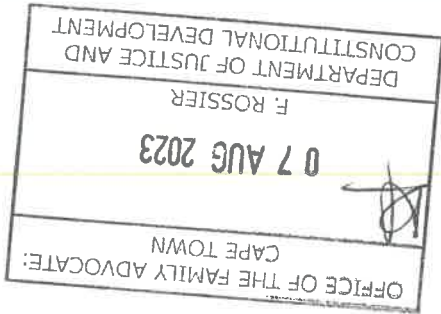
ETA 3-5 working days

Delivery included

BEE level 1

CSD# MAAA0045172

Pricing 100% remitted abroad



QUOTE

2

 KhuSela
Solutions (pty) Ltd.
Secure your Investment in IT

Stock Code	Description	Qty	Unit Price	Nett Price	VAT	Incl. Price
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TOTALS	87 730.00	13 159.50	100 889.50
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Sales Rep: 09 JASMIN PAYTEN

Quote valid until 15 Oct 2023
Prices linked to Rand/Dollar
Exchange

Quote Accepted

F. Rossouw

Print Name

Signature

Date

14/08/2023

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We are the Solution

DURBAN: BRANCH
Unit 4 Sunrise Crest
12 Kallies Lane
La Mercy
Durban KZN
Cell: 0834598171
Fax: 0867479708
E-MAIL: info@durban.co.za
CHECK No: 2001/014658/23

DEPARTMENT OF JUSTICE
11-Aug-23
FAGHMIEDA KARRIEM

OFFICE OF THE FAMILY ADVOCATE
CAPE TOWN

11 AUG 2023

F. ROSSIER

DEPARTMENT OF JUSTICE AND
CONSTITUTIONAL DEVELOPMENT

QUOTATION

[illegible]

This quotation is valid for 30 days from date of quote.
Thank you for all your support

Kind Regards
CHRIS

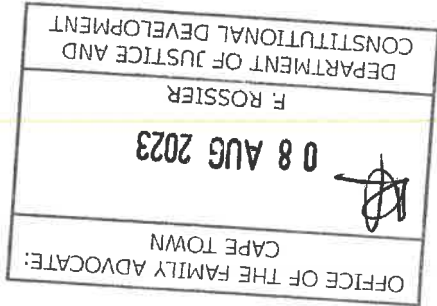
0764832600

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Supplier Number: MAAA0021475
 Unique Registration Reference Number: 8e29571a-4707-4671-9654-79012a7759c5
 Contracts: Approved on SITA RFB740 & RT3

Sub Total	:	R	83 310.25
VAT @ 15%	:	R	12 496.54
Total	:	R	95 806.79



1007684 0021 Toner Cartridge

We thank you for your enquiry and look forward to receiving your order.

Prices quoted are based on the current exchange rate at the time of the quotation and may change without prior notice.

Terms and Conditions

Part No	Description	Qty	Unit Price	Total
TN469Y	Brother TN469 High Yield Yellow Toner Cartridge (9 000 pages)	5	2 880.00	14 400.00
TN469C	Brother TN469 High Yield Cyan Toner Cartridge (9 000 pages)	5	2 880.00	14 400.00
TN469M	Brother TN469 High Yield Magenta Toner Cartridge (9 000 pages)	5	2 880.00	14 400.00
TN469BK	Brother TN469 High Yield Black Toner Cartridge (9 000 pages)	10	1 818.95	18 189.50
CF210A	HP 131A Black Toner Cartridge (1 600 pages)	5	1 336.30	6 681.50
CF211A	HP 131A Cyan Toner Cartridge (1 800 pages)	3	1 693.25	5 079.75
CF212A	HP 131A Yellow Toner Cartridge (1 800 pages)	3	1 693.25	5 079.75
CF213A	HP 131A Magenta Toner Cartridge (1 800 pages)	3	1 693.25	5 079.75
Total				16560

To : Dept Of Justice - Cape Town Attention : Ms Faghmiada Karriem Reference : HP & Brother - Faghmiada - DOJ Sales Rep : Zhaïd Falken	Shipping Address : C/O Dullah Omar Building 45 Castle Street 11 Floor Room 4 Cape Town 8001
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Date : 8/8/2023
 Quote No : IQU034491
 Rev. No : 0
 Page : 1 of 1

Quotation

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REQUEST FOR QUOTATION EVALUATION

QR00005W5

RFQ	Line	Item Number	Description	Quantity
	1	1007684 0021	TONER CARTRIDGE	5.00 EA
	2	1007684 0021	TONER CARTRIDGE	5.00 EA
	3	1007684 0021	TONER CARTRIDGE	5.00 EA
	4	1007684 0021	TONER CARTRIDGE	10.00 EA
	5	1007684 0021	TONER CARTRIDGE	5.00 EA
	6	1007684 0021	TONER CARTRIDGE	3.00 EA
	7	1007684 0021	TONER CARTRIDGE	3.00 EA
	8	1007684 0021	TONER CARTRIDGE	3.00 EA

Supplier and quotation detail		Price (ZAR):	Goals	Price	Total	Accepted
			Points awarded			
Supplier: KHUSELA SOLUTIONS	Comments: A valid quotation has been received	100,889.50	18.00	75.76	93.76	☒
Supplier: INTROSTAT	Comments: A valid quotation has been received	95,806.79	0.00	80.00	80.00	☐
Supplier: DYNAMIC TONER SOLUTIONS	Comments: A valid quotation has been received	123,815.90	10.00	56.61	66.61	☐

F. Rossouw

21593 112

Evaluator Name and Surname

Evaluator Peral Number

Evaluator Signature

14/08/2023

Date