

**SD01-2025/2026 - APPOINTMENT OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF PHOTOCOPY PAPER TO THE  
DEPARTMENT OF SOCIAL DEVELOPMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

| NO | INQUIRY                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RESPONSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | <p>I want to know in terms of references, we have not done any supply and delivery of paper. However, we have done a lot of deliveries in other departments, ladders, ppe, just to name a few.</p> <p>Can we still submit and will our references be accepted to move through the evaluation process?</p>                                                                                                                                                                             | <p>See paragraph 2.3.1, minimum requirements of bidders:</p> <p>2.3.1. It is a condition of bid that bidders must have at least a minimum of two-years' experience in the supply and delivery of photocopy paper. Bidders who do not have two years' experience will be disqualified.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2  | <p>1. Filling of Document: Does the document have to be strictly hand filled or it can be filled electronically on PDF?</p> <p>2. Regions: Can we price on all the regions or we only have to choose one region?</p> <p>3. Sample: Are samples required at submission stage (before or on closing date and time) or they will be requested from the winning bidder?</p> <p>4. Previous Experience: Do we need to attach reference letters or completing Annexure A is sufficient?</p> | <p>1. You may complete the document electronically, but ensure you sign the document where required.</p> <p>2. See paragraph 1.1 "Bidders may bid for the supply and delivery of photocopy paper for any of the items listed above. Bidders may also bid for more than one item but should clearly mark which item they are bidding for. However, if the bidder does not have an office in the region he or she is bidding for, the bidders must bear in mind that he/she should be able to deliver as per required specifications" Therefore, you may bid on all the regions as well.</p> <p>3. During the evaluation phase bidder "might" be required to provide samples, see paragraph 5.1. So there is no requirement at this stage (submission) to provide samples.</p> <p>4. Bidders must complete Annexure A, and you may attach reference letters as well, but completing Annexure A would mean you are compliant, and it would be sufficient.</p> |
| 3  | <p>Kindly confirm:</p> <ul style="list-style-type: none"> <li>Whether the quantities stated are boxes which contain five reams each</li> </ul>                                                                                                                                                                                                                                                                                                                                        | <p>See paragraph 4.1, last bullet point for each paper specification "Paper must be packaged in five reams per box. Each ream must consist of 500 pages."</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4  | <p>Could you please confirm is we required to submit samples for this request?</p>                                                                                                                                                                                                                                                                                                                                                                                                    | <p>With respect to the samples, it must be noted that during the evaluation phase bidder "might" be required to provide samples, see paragraph 5.1.</p> <p>So there is no requirement at this stage (submission) to provide samples; if required, it will be communicated to the relevant bidder.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5  | <p>I write to enquire if the transport costs (delivery fee) is to be indicated or included within the price per box and total amount (including vat) on the pricing schedule per item quoted, or if this cost can be reflected separately to show the actual price of supplying the printing paper.</p>                                                                                                                                                                               | <p>The price per box must include the delivery and include VAT as per paragraph 2.9.3.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |