

BID NUMBER DHA04-2024: THE APPOINTMENT OF A SERVICE PROVIDER/S TO SUPPLY AND DELIVERY OF STATIONERY FOR THE DEPARTMENT OF HOME AFFAIRS FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Firms may ask for clarification on the tender document or any part thereof, up to close of business 1 week before the deadline for the submission of the bids – The deadline close of business of 08 March 2024.

No.	Questions	Answers
1.	Can the new company without the relevant experience in stationery work or references in stationery work as per annexure A and Technical proposal evaluation apply for this tender even if there is a letter from the manufacturer assuring the availability or the capacity of delivering the required services.	Please refer to stage 3 of evaluation on page 16 of the tender document under evaluation stages, paragraph 1.22 on page 4 and paragraph 3 on page 8 under instructions to bidders. The second bullet point under stage 3 states that “Service provider(s) who fail to meet the mandatory requirements will be disqualified” Therefore, if a bid received does not meet the mandatory requirements listed under stage 3 of the tender document, it will be disqualified and not evaluated further for functionality.
2.	Item number 83 (Pencil Clutch) does not have quantity and or size.	Yes, a price of one will be acceptable.
3.	Item 128 (Name Tag) quantity says each, does this mean one or as per request?	Each means one and orders will be made as and when required by the Department

No.	Questions	Answers
4.	(THE BROWN WOODEN BID BOX SITUATED AT THE MAIN ENTRANCE OF THE BUILDING) is it opened even over the weekend/Specific times?	Yes, but bidders are encouraged to submit on weekdays between Monday to Friday 7:30 to 16:00, where they can be able to receive an acknowledgement of receipt from the SCM Unit, if required.
5.	Please advise where exactly the delivery points are for the following tender: 1. BVR 2. FSI 3. Heyvries 4. Rosslyn 5. Brits Storage 6. Desmond Tutu RRC If you could just add the city and province next the branches	The delivery points are indicated on page 13-14 of 38 of the invitation to bid.