



# KWAZULU-NATAL PROVINCE

## PUBLIC WORKS REPUBLIC OF SOUTH AFRICA

### INVITATION TO QUOTE – ZNT 07/22/23

Re - advertisement of bid appointment of a service provider on a two –year contract for the supply and delivery of stationery items including printing cartridges for the Department of Public Works 191 Prince Street, Oliver Tambo House, Pietermaritzburg.

The Department reserves the right not to award to the lowest bidder

#### Prequalifying Criteria

Phase 1: Administrative compliance

Correctness of bid documents

Compliance with bid regulations (registration with CSD and other prescripts requirements)

Failure to meet the above prequalification will lead to immediate disqualification

Phase 2 of evaluation

Price and preference

#### POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## Collection of Bid Documents

Tender documents may be downloaded from the Departmental website: [www.kznworks.gov.za](http://www.kznworks.gov.za)

Queries relating to the issue of these documents may be addressed to:

Full Name: Lindiwe Ngcobo

Tel. No : 033 355 5440

Email Address: [lindiwe.ngcobo@kznworks.gov.za](mailto:lindiwe.ngcobo@kznworks.gov.za)

The closing time for receipt of Tenders is **11h00**.

**NB:** Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted.

**KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS**

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## PART A INVITATION TO QUOTATION

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS, O.R TAMBO HOUSE, PIETERMARITZBURG.**

QUOTATION NUMBER:	<b>ZNT 07/22/23</b>	CLOSING DATE:	<b>20 January 2023</b>	CLOSING TIME:	<b>11h00</b>
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DESCRIPTION	Re - advertisement of bid appointment of a service provider on a two –year contract for the supply and delivery of stationery items including printing cartridges for the Department of Public Works 191 Prince Street, Oliver Tambo House, Pietermaritzburg.
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**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

**Department of Public Works :Head Office, O.R. Tambo House  
191 Prince Alfred Street  
3202**

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	Lindiwe Ngcobo	CONTACT PERSON	Mr Bonginkosi Ntibane
TELEPHONE NUMBER	033 355 5440	TELEPHONE NUMBER	033 355 5554
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<a href="mailto:lindiwe.ngcobo@kznworks.gov.za">lindiwe.ngcobo@kznworks.gov.za</a>	E-MAIL ADDRESS	Bonginkosi.ntibane @kznworks.gov.za

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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]  <input type="checkbox"/> Yes <input type="checkbox"/> No

**[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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### QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> 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

### BID SUBMISSION:

BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.

**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

### TAX COMPLIANCE REQUIREMENTS

BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.

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.

APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).

BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

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:

.....

## SECTION A

### SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.
17. Bidder must initial each and every page of the bid document.

## SECTION B

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

In terms of the National Treasury Instruction Note, all suppliers of goods and services to the State are required to register on the Central Suppliers Database.

Prospective suppliers should self-register on the CSD website [www.csd.gov.za](http://www.csd.gov.za)

If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;

3.1 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.

**The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Central Suppliers Database, relating to changed particulars or circumstances.**

IF THE SUPPLIER IS NOT REGISTERED AT THE CLOSING TIME OF BID, THE SUPPLIER WILL BE DISQUALIFIED AT THE BID EVALUATION PROCESS.

**SECTION C**  
**DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE**  
(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative) ....., WHO  
REPRESENTS (state name of bidder) .....CSD Registration  
Number.....

AM AWARE OF THE CONTENTS OF THE CENTRAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND  
REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF  
SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS  
BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON  
THE BASIS OF THIS BID.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**

**DATE:** .....



## SECTION D

Applicable		Not Applicable	x
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# OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

N. B.: THIS FORM IS ONLY TO BE COMPLETED WHEN APPLICABLE TO THE BID.

Site/Building/Institution Involved:

Bid Reference No:

Goods/Service/Work: \_\_\_\_\_

\*\*\*\*\*

This is to certify that (bidder's representative name) \_\_\_\_\_

On behalf of (company name) \_\_\_\_\_

Visited and inspected the site on \_\_\_\_/\_\_\_\_/\_\_\_\_ (date) and is therefore familiar with the circumstances and the scope of the service to be rendered.

---

**Signature of Bidder or Authorized Representative**

(PRINT NAME)

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Name of Departmental or Public Entity Representative

(PRINT NAME)

<b>Departmental Stamp With Signature</b>

## SECTION E

SBD 3.1

PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)

APPLICABLE	X	NOT APPLICABLE	
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NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

BID PRICE INCLUDING VAT: R .....

AMOUNT IN WORDS: .....

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	DESCRIPTION	Unit price Total cost inclusive of VAT
1	Appointment of a service provider on a two –year contract for the supply and delivery of stationery items including printing cartridges for the Department of Public Works 191 Prince Street, Oliver Tambo House, Pietermaritzburg.	
	See the detailed specification of stationery Annexure A on <b>page 52 to 69.</b>	
	See the detailed specification of Printing Cartridges Annexure B on <b>page 72 to 75.</b>	
<b>GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)</b>		

Required by: .....

- At: .....

.....

Brand and model .....

Country of origin .....

- Does the offer comply with the specification(s)? \*YES/NO

If not to specification, indicate deviation(s) .....  
Period required for delivery .....  
\*Delivery: Firm/not firm  
Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.  
\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.  
\*Delete if not applicable

### PRICING SCHEDULE – NON-FIRM PRICES (PURCHASES)

APPLICABLE		NOT APPLICABLE	X
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NOTE: PRICE ADJUSTMENTS WILL BE ALLOWED AT THE PERIODS AND TIMES SPECIFIED IN THE BIDDING DOCUMENTS.

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder.....  Closing Time 11:00	Bid number.....  Closing date.....
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OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	Unit Price	Total for each unit
1				
<b>SUB-TOTAL</b>				
<b>VAT AT 15%</b>				
<b>GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)</b>				

Required by:

- At:

Brand and model

Country of origin

- Does the offer comply with the specification(s)?

\*YES/NO

If not to specification, indicate deviation(s)

Period required for delivery

- Delivery:

\*Firm/not firm

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

## PRICE ADJUSTMENTS

## A NON-FIRM PRICES SUBJECT TO ESCALATION

1. IN CASES OF PERIOD CONTRACTS, NON FIRM PRICES WILL BE ADJUSTED (LOADED) WITH THE ASSESSED CONTRACT PRICE ADJUSTMENTS IMPLICIT IN NON FIRM PRICES WHEN CALCULATING THE COMPARATIVE PRICES

IN THIS CATEGORY PRICE ESCALATIONS WILL ONLY BE CONSIDERED IN TERMS OF THE FOLLOWING FORMULA:

$$Pa = (1 - V)Pt \left( D1 \frac{R1t}{R1o} + D2 \frac{R2t}{R2o} + D3 \frac{R3t}{R3o} + D4 \frac{R4t}{R4o} \right) + VPt$$

Where:

Pa = The new escalated price to be calculated.  
 (1-V)Pt = 85% of the original bid price. **Note that Pt must always be the original bid price and not an escalated price.**  
 D1, D2.. = Each factor of the bid price eg. labour, transport, clothing, footwear, etc. The total of the various factors D1, D2...etc. must add up to 100%.  
 R1t, R2t..... = Index figure obtained from new index (depends on the number of factors used).  
 R1o, R2o = Index figure at time of bidding.  
 VPt = 15% of the original bid price. This portion of the bid price remains firm i.e. it is not subject to any price escalations.

3. The following index/indices must be used to calculate your bid price:

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

Index..... Dated.....      Index..... Dated.....      Index..... Dated.....

4. FURNISH A BREAKDOWN OF YOUR PRICE IN TERMS OF ABOVE-MENTIONED FORMULA. THE TOTAL OF THE VARIOUS FACTORS MUST ADD UP TO 100%.

FACTOR (D1, D2 etc. eg. Labour, transport etc.)	P PERCENTAGE OF BID PRICE

**B PRICES SUBJECT TO RATE OF EXCHANGE VARIATIONS**

1. Please furnish full particulars of your financial institution, state the currencies used in the conversion of the prices of the items to South African currency, which portion of the price is subject to rate of exchange variations and the amounts remitted abroad.

PARTICULARS OF FINANCIAL INSTITUTION	ITEM NO	PRICE	CURRENCY	RATE	PORTION OF PRICE SUBJECT TO ROE	AMOUNT IN FOREIGN CURRENCY REMITTED ABROAD
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		
				ZAR=		

2. Adjustments for rate of exchange variations during the contract period will be calculated by using the average monthly exchange rates as issued by your commercial bank for the periods indicated hereunder: (Proof from bank required)

AVERAGE MONTHLY EXCHANGE RATES FOR THE PERIOD:	DATE DOCUMENTATION MUST BE SUBMITTED TO THIS OFFICE	DATE FROM WHICH NEW CALCULATED PRICES WILL BECOME EFFECTIVE	DATE UNTIL WHICH NEW CALCULATED PRICE WILL BE EFFECTIVE

**PRICING SCHEDULE**

(Professional Services)

<b>APPLICABLE</b>		<b>NOT APPLICABLE</b>	<b>X</b>
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Name of bidder.....	Bid number.....
Closing Time 11:00	Closing date.....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	DESCRIPTION	BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)

The accompanying information must be used for the formulation of proposals

Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

PERSON AND POSITION

HOURLY RATE

DAILY RATE

.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....
.....	R.....	.....

PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days
.....	R.....	..... days

Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED

RATE

QUANTITY

AMOUNT

.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....
.....	.....	.....	R.....

TOTAL: R.....

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	.....	.....	R .....
.....	.....	.....	R .....
.....	.....	.....	R .....
.....	.....	.....	R .....
.....	.....	.....	R .....

TOTAL: R.....

Period required for commencement with project after acceptance of bid

Estimated man-days for completion of project

Are the rates quoted firm for the full period of contract?

\*YES/NO

If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.

\*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON)

Tel:



## SECTION F

**BIDDER'S DISCLOSURE****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.

**Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> 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 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**

If so, furnish particulars:

<sup>1</sup> 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.

.....

.....

## 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 consortium<sup>2</sup> 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.
- 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.

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<sup>2</sup> 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.

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

## SECTION G

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

#### GENERAL CONDITIONS

The following preference point systems are applicable to all bids:

the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and  
the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included)  
The 80/20 preference point system will be applicable to this tender

Points for this bid shall be awarded for:

Price; and

B-BBEE Status Level of Contributor.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

#### DEFINITIONS

**“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

**“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

**“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;

**“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

**“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

**“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.

**“price”** includes all applicable taxes less all unconditional discounts;

**“proof of B-BBEE status level of contributor”** means:

B-BBEE Status level certificate issued by an authorized body or person;

A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;

Any other requirement prescribed in terms of the B-BBEE Act;

“QSE” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

“rand value” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### POINTS AWARDED FOR PRICE

#### THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

## FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

### POINTS AWARDED FOR PRICE

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

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

## POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

## BID DECLARATION

Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

### B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

## SUB-CONTRACTING

Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes, indicate:

What percentage of the contract will be subcontracted.....%

The name of the sub-contractor.....

The B-BBEE status level of the sub-contractor.....

Whether the sub-contractor is an EME or QSE

*(Tick applicable box)*

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

## DECLARATION WITH REGARD TO COMPANY/FIRM

Name of company/firm:.....

VAT registration number:.....

Company registration number:.....

### TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium  
☐ One person business/sole propriety  
☐ Close corporation  
☐ Company  
☐ (Pty) Limited

[TICK APPLICABLE BOX]

### DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....  
 .....

### COMPANY CLASSIFICATION

- ☐ Manufacturer  
☐ Supplier  
☐ Professional service provider  
☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

Total number of years the company/firm has been in business:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

The information furnished is true and correct;

The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

disqualify the person from the bidding process;

recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;

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;

recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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

forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>	<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
--	--



**EME'S AND QSE'S MUST COMPLETE THE FOLLOWING APPLICABLE AFFIDAVIT FORM TO CLAIM PREFERENCE POINTS****SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE**

---

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

The contents of this statement are to the best of my knowledge a true reflection of the facts.

I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of "Black People"</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation- before 27 April 1994; or on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"
<b>Definition of "Black Designated Groups"</b>	"Black Designated Groups means: unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; Black people who are youth as defined in the National Youth Commission Act of 1996; Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; Black people living in rural and under developed areas; Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"

I hereby declare under Oath that:

The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,  
 The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,  
 The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

Black Designated Group Owned % Breakdown as per the definition stated above:

Black Youth % = \_\_\_\_\_%

Black Disabled % = \_\_\_\_\_%

Black Unemployed % = \_\_\_\_\_%

Black People living in Rural areas % = \_\_\_\_\_%

Black Military Veterans % = \_\_\_\_\_%

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was R10,000,000.00 (Ten Million Rands) or less

Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	<b>Level Four</b> (100% B-BBEE procurement recognition level)	

I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.  
 The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Stamp**

\_\_\_\_\_  
**Signature of Commissioner of Oaths**

---

**SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE**

---

I, the undersigned,

<b>Full name &amp; Surname</b>	
<b>Identity number</b>	

Hereby declare under oath as follows:

The contents of this statement are to the best of my knowledge a true reflection of the facts.

I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

<b>Enterprise Name</b>	
<b>Trading Name (If Applicable):</b>	
<b>Registration Number</b>	
<b>Enterprise Physical Address:</b>	
<b>Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):</b>	
<b>Nature of Business:</b>	
<b>Definition of “Black People”</b>	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 “Black People” is a generic term which means Africans, Coloureds and Indians – who are citizens of the Republic of South Africa by birth or descent; or who became citizens of the Republic of South Africa by naturalisation- before 27 April 1994; or on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
<b>Definition of “Black Designated Groups”</b>	“Black Designated Groups means: unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; Black people who are youth as defined in the National Youth Commission Act of 1996; Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; Black people living in rural and under developed areas; Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;”

I hereby declare under Oath that:

The Enterprise is \_\_\_\_\_% Black Owned as per Amended Code Series 100 of the amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as amended by Act No 46 of 2013,

The Enterprise is \_\_\_\_\_% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

The Enterprise is \_\_\_\_\_% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

Black Designated Group Owned % Breakdown as per the definition stated above:

Black Youth % = \_\_\_\_\_%

Black Disabled % = \_\_\_\_\_%

Black Unemployed % = \_\_\_\_\_%

Black People living in Rural areas % = \_\_\_\_\_%

Black Military Veterans % = \_\_\_\_\_%

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of \_\_\_\_\_, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and

R50,000,000.00 (Fifty Million Rands),

Please Confirm on the below table the B-BBEE Level Contributor, **by ticking the applicable box.**

100% Black Owned	<b>Level One</b> (135% B-BBEE procurement recognition level)	
At Least 51% black owned	<b>Level Two</b> (125% B-BBEE procurement recognition level)	

I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the Owners of the Enterprise, which I represent in this matter.

The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Stamp</b>

\_\_\_\_\_  
**Signature of Commissioner of Oaths**

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

**General Conditions**

Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.

Regulation 8. (2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.

A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.

The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand

y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) on the date of advertisement of the bid as indicated in paragraph 3.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on <http://www.thedti.gov.za/industrialdevelopment/ip.jsp> at no cost.**

A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;

The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
-----	--	----	--

If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.resbank.co.za](http://www.resbank.co.za)

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON  
NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT  
RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID NO. ....**

**ISSUED BY:** (Procurement Authority / Name of Institution):  
.....

NB

The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp). Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),

do hereby declare, in my capacity as .....

of .....(name of bidder entity), the following:

The facts contained herein are within my own personal knowledge.

I have satisfied myself that:

the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and

The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.**

**The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 3.1 above and the information contained in Declaration D and E.**

I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of

the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## Local Content Declaration - Summary Schedule

**Note:** VAT to be excluded from all calculations

GBP

**Signature of tenderer from Annex B**

Date: \_\_\_\_\_

**Note:** VAT to be excluded from all calculations

**Note:** VAT to be excluded from all calculations

EU	R 9.00
----	--------

GBP R 12.00

### Calculation of imported content

Summary	
Tender Qty	Exempted imported value
(D17)	(D18)

(D19) Total exempt imported value

**This total must correspond with  
Annex C - C 21**

### Calculation of imported content

[illegible]

(D32) Total imported value by tenderer

### Calculation of imported content

Summary	
Quantity imported	Total imported value
(D43)	(D44)

(D45) Total imported value by 3rd party

### Calculation of foreign currency payments

Summary of payments
Local value of payments
(D51)

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

Signature of tenderer from Annex B

Date:

This total must correspond with  
Annex C - C23

# Annex E

SATS 1286.2011

## Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10) **Manpower costs** (Tenderer's manpower cost)

(E11) **Factory overheads** (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) **Administration overheads and mark-up** (Marketing, insurance, financing, interest etc.)

(E13) Total local content

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date:

## SECTION I

## CONTRACT FORM - PURCHASE OF GOODS/WORKS

APPLICABLE	X	NOT APPLICABLE	
------------	---	----------------	--

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

## PART 1 (TO BE FILLED IN BY THE BIDDER)

I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, viz  
 Invitation to bid;  
 Tax clearance certificate;  
 Pricing schedule(s);  
 Technical Specification(s);  
 Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;  
 Declaration of interest;  
 Declaration of bidder's past SCM practices;  
 Certificate of Independent Bid Determination  
 Special Conditions of Contract;  
 General Conditions of Contract; and  
 Other (specify)

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

## WITNESSES

1 .....

2. ....

- - -

**CONTRACT FORM - PURCHASE OF GOODS/WORKS****PART 2 (TO BE FILLED IN BY THE PURCHASER)**

I..... in my capacity as..... accept your bid under reference number .....dated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

An official order indicating delivery instructions is forthcoming.

I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

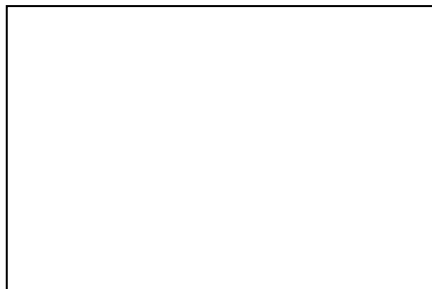
4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP



WITNESSES

1. ....

2. ....

DATE .....

## CONTRACT FORM - RENDERING OF SERVICES

APPLICABLE		NOT APPLICABLE	X
------------	--	----------------	---

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .

The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, viz  
 Invitation to bid;  
 Tax clearance certificate;  
 Pricing schedule(s);  
 Filled in task directive/proposal;  
 Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;  
 Declaration of interest;  
 Declaration of bidder's past SCM practices;  
 Certificate of Independent Bid Determination;  
 Special Conditions of Contract;  
 General Conditions of Contract; and  
 Other (specify)

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

**WITNESSES**

1 .....

2 .....

DATE: .....

# **CONTRACT FORM - RENDERING OF SERVICES**

## **PART 2 (TO BE FILLED IN BY THE PURCHASER)**

I..... in my capacity as..... accept your bid under reference number .....dated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).

An official order indicating service delivery instructions is forthcoming.

I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

## CONTRACT FORM - SALE OF GOODS/WORKS

APPLICABLE		NOT APPLICABLE	X
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**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE SELLER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE SELLER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE BIDDER)**

I hereby undertake to purchase all or any of the goods and/or works described in the attached bidding documents from (name of institution)..... in accordance with the requirements stipulated in (bid number)..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the seller during the validity period indicated and calculated from the closing time of bid.

The following documents shall be deemed to form and be read and construed as part of this agreement:

Bidding documents, viz  
 Invitation to bid;  
 Tax clearance certificate;  
 Pricing schedule(s);  
 Declaration of interest;  
 Declaration of bidder's past SCM practices;  
 Special Conditions of Contract;  
 General Conditions of Contract; and  
 Other (specify)

I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) cover all my obligations and I accept that any mistakes regarding price(s) and calculations will be at my own risk.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

I undertake to make payment for the goods/works as specified in the bidding documents.

I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

## WITNESSES

1 .....

3. ....

DATE: .....



## CONTRACT FORM - SALE OF GOODS/WORKS

## PART 2 (TO BE FILLED IN BY THE SELLER)

I..... in my capacity as..... accept your bid under reference number .....dated.....for the purchase of goods/works indicated hereunder and/or further specified in the annexure(s).

I undertake to make the goods/works available in accordance with the terms and conditions of the contract.

ITEM NO.	DESCRIPTION	PRICE (ALL APPLICABLE TAXES INCLUDED)		

I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

--

WITNESSES

3. ....

4. ....

DATE .....

## SECTION J

### GENERAL CONDITIONS OF CONTRACT

#### Definitions

The following terms shall be interpreted as indicated:

"Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

"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.

"Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

"Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

"Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

"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.

"Day" means calendar day.

"Delivery" means delivery in compliance of the conditions of the contract or order.

"Delivery ex stock" means immediate delivery directly from stock actually on hand.

"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.

"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.

"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.

"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.

"GCC" means the General Conditions of Contract.

"Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

"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.

"Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

"Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

"Order" means an official written order issued for the supply of goods or works or the rendering of a service.

"Project site," where applicable, means the place indicated in bidding documents.

"Purchaser" means the organization purchasing the goods.

“Republic” means the Republic of South Africa.

“SCC” means the Special Conditions of Contract.

“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.

“Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **Application**

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.

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

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

## **General**

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.

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](http://www.treasury.gov.za)

## **Standards**

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

## **Use of contract documents and information; inspection.**

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.

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.

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.

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.

## **Patent rights**

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.

## **Performance security**

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.

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.

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 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

a cashier's or certified cheque

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.

### **Inspections, tests and analyses**

All pre-bidding testing will be for the account of the bidder.

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.

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.

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.

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.

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.

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.

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**

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.

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.

### **Delivery and documents**

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.

Documents to be submitted by the supplier are specified in SCC.

### **Insurance**

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.

### **Transportation**

Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

### **Incidental Services**

The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

performance or supervision of on-site assembly and/or commissioning of the supplied goods;  
furnishing of tools required for assembly and/or maintenance of the supplied goods;  
furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;  
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  
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.

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.

### **Spare parts**

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:

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

in the event of termination of production of the spare parts:

Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and  
following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

### **Warranty**

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.

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.

The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

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.

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.

### **Payment**

The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

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.

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.

Payment will be made in Rand unless otherwise stipulated in SCC.

## **Prices**

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.

## **Contract amendments**

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

## **Assignment**

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.

## **Subcontracts**

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.

## **Delays in the supplier's performance**

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.

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.

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.

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.

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.

Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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.

## **Penalties**

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.

## **Termination for default**

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:

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;

if the Supplier fails to perform any other obligation(s) under the contract; or

if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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.

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.

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.

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.

If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

the name and address of the supplier and / or person restricted by the purchaser;

the date of commencement of the restriction

the period of restriction; and

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.

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.

### **Anti-dumping and countervailing duties and rights**

When, after the date of bid, provisional payments are required, or antidumping 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.

### **Force Majeure**

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.

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.

### **Termination for insolvency**

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.

## **Settlement of Disputes**

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.

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.

Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

Notwithstanding any reference to mediation and/or court proceedings herein,

the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and the purchaser shall pay the supplier any monies due the supplier.

## **Limitation of liability**

Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; 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 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.

## **Governing language**

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.

## **Applicable law**

The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

## **Notices**

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

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.

## **Taxes and duties**

A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

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.

## **National Industrial Participation (NIP) Programme**

The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



## **Prohibition of Restrictive practices**

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).

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.

## **SECTION K**

### **SPECIAL CONDITIONS OF CONTRACT**

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

1. Supplier must be registered on CSD to be awarded.
2. Supplier must deliver as per the specification provided.
3. Should bidders not quote for all items, they will be considered as being non-responsive.

The total quotation price must be inclusive of the cost of the supply, delivery.

5. The price quoted must be fixed for the period of 120 days.
6. The Department reserves the right not to award to the lowest bidder.
7. The Department will conduct a detailed risk assessment prior to the award.

The offers must remain valid for a period of 120 days from the closing date of the submission of bids.

**SECTION L**  
**Terms of Reference/ Specification**

**SPECIFICATION FOR STATIONERY ITEMS**






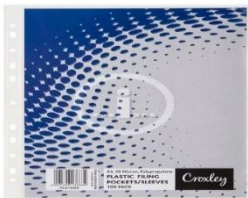
**ANNEXURE A**



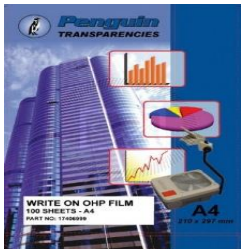
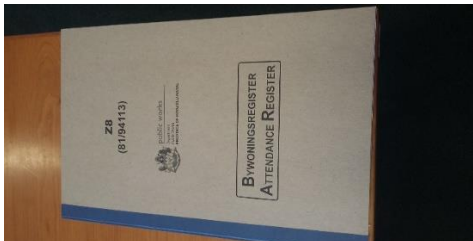


**NB:** Service provider to note that examples shown in the specification below are for illustration purposes only. Items are to be quoted as per the description.

NO.	STATIONERY ITEMS	DISCRIPTION	STANDARD QUANTITY	UNIT PRICE
1.	<b>A4 PRINTING PAPER OR EQUIVALENT</b> 	<b>A4</b> Box of Paper = 5 Reams Weight = 12.5kg  <b>A4</b> Ream of Paper = 500 Sheets Weight = 2.5kg  <b>A4</b> Sheet of Paper = 80g/m² Size of Sheet = 297 x 210mm Weight = 5g	<b>Box</b>	
2.	<b>A3 PRINTING PAPER OR EQUIVALENT</b> 	<b>A3</b> Box of Paper = 5 Reams Weight = 25kg  <b>A3</b> Ream of Paper = 500 Sheets Weight = 5kg  <b>A3</b> Sheet of Paper = 80g/m² Size of Sheet = 420 x 297mm Weight = 10g	<b>Box</b>	
3.	<b>8 1/4 ENVELOPES OR EQUIVALENT</b> 	8 1/4 Envelope 90 x 152mm (500 in a box) Plain Self Seal Window	<b>Box</b>	
4.	<b>A3 ENVELOPES OR EQUIVALENT</b> 	A3 Brown envelopes (250 in box) C3 324mm x 458mm	<b>Box</b>	
5.	<b>A3 LAMINATING FOLDERS OR EQUIVALENT</b> 	A3 Laminating Folders (Pack of 100) 150 microns	<b>Pack</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				








6.	<b>A3 LEVER ARCH FILES OR EQUIVALENT</b> 	A3 70mm oblong Lever Arch Files (10 per box)	<b>Box</b>	
7.	<b>A4 1 QUIRE BOOK OR EQUIVALENT</b> 	A4 1 quire counter book 96 pages	<b>Each</b>	
8.	<b>A4 2 QUIRE BOOK OR EQUIVALENT</b> 	A4 2 quire counter book 192 pages	<b>Each</b>	
9.	<b>A4 3 QUIRE BOOK OR EQUIVALENT</b> 	A4 3 quire counter book 288 pages	<b>Each</b>	
10.	<b>A4 BINDING COVERS OR EQUIVALENT</b> 	A4 Binding Cover 300 mic (100 A4 Covers) 1 pack	<b>Pack</b>	
11.	<b>A4 CARBON PAPER OR EQUIVALENT</b> 	A4 Carbon paper Black 10 per pack	<b>Pack</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				










12.	<b>A4 CARRY ACTIVE FOLDER OR EQUIVALENT</b> 	A4 Carry Active Folder (100 Sheet Capacity) 1 each	<b>Each</b>	
13.	<b>A4 DISPLAY BOOK/ FLIP FILE (10 Pockets) OR EQUIVALENT</b> 	A4 Display Book/flip file (10 pockets) 1 each	<b>Each</b>	
14.	<b>A4 DISPLAY BOOK/ FLIP FILE (20 Pockets) OR EQUIVALENT</b> 	A4 Display book/flip file (20 pockets) 1 each	<b>Each</b>	
15.	<b>A4 BROWN ENVELOPE</b> 	A4 Brown Envelope (250 in a box) C4 324mm x 229mm	<b>Box</b>	
16.	<b>A4 EXAMINATION PAD (100 pages) OR EQUIVALENT</b> 	A4 Examination Pad Punched (100 pages) 1 Each	<b>Each</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

17.	<b>A4 INTERNAL ENVELOPES</b> 	A4 Internal Envelopes (250 per box) 1 box	<b>Box</b>	
18.	<b>A4 LAMINATING FOLDER OR EQUIVALENT</b> 	A4 Laminating Folder 150 mic (pack of 100) 1 Pack	<b>Pack</b>	
19.	<b>A4 LAMINATING FOLDER GLOSS OR EQUIVALENT</b> 	A4 Laminating Folder Gloss 150 mic (Pack of 100) 1 Pack	<b>Pack</b>	
20.	<b>A4 LAMINATING POUCHES</b> 	A4 Laminating Pouches (pack of 50) 150 mic 1 pack	<b>Pack</b>	
21.	<b>A4 LEVER ARCH FILE OR EQUIVALENT</b> 	A4 Lever Arch file 70mm (Box of 10) 1 Box	<b>Box</b>	
22.	<b>A4 PLASTIC SLEEVE OR EQUIVALENT</b> 	A4 Plastic sleeve Punched (pack of 100) 1 Pack	<b>Pack</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				







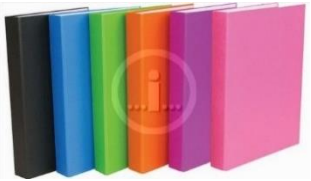
23.	<b>A4 SPIRAL BOUND NOTEBOOK OR EQUIVALENT</b> 	A4 Spiral bound notebook – 1 Each	Each	
24.	<b>A5 SPIRAL BOUND NOTEBOOK OR EQUIVALENT</b> 	A5 Spiral bound notebook – 1 Each	Each	
25.	<b>A4 OVERHEAD PROJECTOR FILM OR EQUIVALENT</b> 	A4 Write on Overhead Projector Film 1 pack of 100 sheets	Pack	
26.	<b>A3 ATTENDANCE REGISTER</b> 	A3 Attendance Register	Each	
27.	<b>A4 ACCESSIBLE FILE</b> 	A4 Accessible File Blue – 1 Each	Each	
28.	<b>A4 ACCESSIBLE FILE</b> 	A4 Accessible File Green – 1 Each	Each	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				





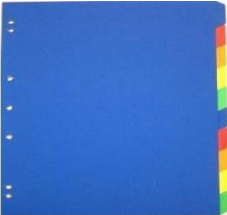








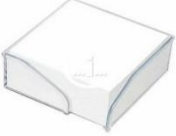

29.	<b>ADHESIVE LABEL OR EQUIVALENT</b> 	Adhesive Label (Coloured Circle 19mm) 250 labels Blue Yellow Red Purple	<b>Box</b>	
30.	<b>GRIP BINDERS OR EQUIVALENT</b> 	Binders – Grip Binders (32mm) 100 pieces	<b>Box</b>	
31.	<b>BROWN METRO FILE STORAGE BOX OR EQUIVALENT</b> 	Brown Metro File Storage Boxes M2 Box Base, M2 Box Lid 1 Each	<b>Each</b>	
32.	<b>BULL DOG CLIPS (Small)</b> 	Bull dog clips (small) 22mm 1 pack of 36 clips	<b>Pack</b>	
33.	<b>BULL DOG CLIPS (Medium) OR EQUIVALENT</b> 	Bull dog clips (medium) 31mm 1 pack of 36 clips	<b>Pack</b>	
34.	<b>BULL DOG CLIPS (Large) OR EQUIVALENT</b> 	Bull dog clips (Large) 38mm 1 pack of 24 clips	<b>Pack</b>	
35.	<b>CALCULATOR OR EQUIVALENT</b> 	Calculator 12 Digital-LCD Display, Dual, Power, Battery & Solar 1 Each	<b>Each</b>	
36.	<b>CERTIFY STAMP OR EQUIVALENT</b> 	Certify Stamp – self-inking (Text stamp – 47 x 18mm) 1 Each	<b>Each</b>	
37.	<b>CLIPS FOLD BACK (Small) OR EQUIVALENT</b> 	Clips fold back (Small) 19mm - 1 Box (12 pieces)	<b>Box</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				



38.	<b>CLIPS FOLD BACK (Medium) OR EQUIVALENT</b> 	Clips fold back (medium) - 32mm 1 Box (12 pieces)	<b>Box</b>	
39.	<b>CLIPS FOLD BACK (Large) OR EQUIVALENT</b> 	Clips fold back (Large) 41mm - 1 Box (12 pieces)	<b>Box</b>	
40.	<b>A4 COLOURED BOARD OR EQUIVALENT</b> 	A4 Coloured board: Blue Pink White Yellow (100 per pack)	<b>Pack</b>	
41.	<b>COMB BINDER (8mm)</b> 	Comb Binders 8mm 1 box of 50	<b>Box</b>	
42.	<b>COMB BINDER (10mm)</b> 	Comb Binders 10mm 1 box of 50	<b>Box</b>	
43.	<b>COMB BINDER (15mm)</b> 	Comb Binders 15mm 1 box of 50	<b>Box</b>	
44.	<b>COMB BINDER (20mm)</b> 	Comb Binders 20mm 1 box of 50	<b>Box</b>	
45.	<b>SLIDE BINDERS OR EQUIVALENT</b> 	Slide Binders (up to 70 pages, slides open, requires no punching) Robust and reusable - 1 Box of 25	<b>Box</b>	
46.	<b>COMPACT BOX OR EQUIVALENT</b> 	Compact Box FL110 – 50 per pack	<b>Pack</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

47.	<b>COMPACT BOX OR EQUIVALENT</b> 	Compact Box FL220 - 50 per pack	<b>Pack</b>	
48.	<b>COMPUTER WIPES OR EQUIVALENT</b> 	Computer wipes Tub of 100	<b>1 Tub Each</b>	
49.	<b>COPY STAND OR EQUIVALENT</b> 	Copy Stand	<b>Each</b>	
50.	<b>CORRECTION PEN OR EQUIVALENT</b> 	Correction Pen (Tipp ex 8ml)	<b>Each</b>	
51.	<b>DESK TIDY OR EQUIVALENT</b> 	Desk Tidy 1 Each	<b>Each</b>	
52.	<b>DATE STAMP OR EQUIVALENT</b> 	Date Stamp – self inking (adjustable band daters – 58mm x 37mm)	<b>Each</b>	
53.	<b>DL ENVELOPES OR EQUIVALENT</b> 	DL Envelopes 110 x 220mm Plain Self Seal Window (500 per box)	<b>Box</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

54.	<b>DRAWING PINS OR EQUIVALENT</b> 	Drawing Pins (thumb tacks) – 100 per box	<b>Box</b>	
55.	<b>ERASER OR EQUIVALENT</b> 	Eraser (Large) – 6cm x 2cm)	<b>Each</b>	
56.	<b>A4 FILE COVERS OR EQUIVALENT</b> 	File Covers Pack of 5 (1 Pack)	<b>Pack</b>	
57.	<b>FILE DIVIDERS OR EQUIVALENT</b> 	File dividers (set of 10) 1 Pack	<b>Pack</b>	
58.	<b>FILE FASTENERS</b> 	File Fasteners 8cm double pronged metal (50 per box)	<b>Box</b>	
59.	<b>FILE MOVEMENT CARDS</b> 	File Movement Cards (1 Pack of 25)	<b>Pack</b>	
60.	<b>FILE RING BINDER OR EQUIVALENT</b> 	File Ring Binder A4 25mm	<b>Each</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

61.	<b>PORTABLE SUSPENSION FILE BOX &amp; FILES OR EQUIVALENT</b> 	Portable suspension file box & 5 files A4	Each	
62.	<b>FLIP CHART REFILL OR EQUIVALENT</b> 	Flip Chart refill 50 sheets per pad	Pack	
63.	<b>HIGHLIGHTER OR EQUIVALENT</b> 	Highlighter (Multi-purpose Chisel Tip) – 1 box of 12 Colours: Green Purple Red Yellow Blue	Box	
64.	<b>INDEX 5 TAB OR EQUIVALENT</b> 	Index 5 tab (Cardboard) A4 1 pack	Pack	
65.	<b>INDEX 10 TAB</b> 	Index 10 tab (Cardboard) A4 1 pack	Pack	
66.	<b>INDEX A-Z TAB OR EQUIVALENT</b> 	Index A-Z Tab (Cardboard) A4 1 pack	Pack	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

67.	<b>INDEX MONTHLY TAB OR EQUIVALENT</b> 	Index Monthly Tab (Cardboard) A4 1 pack	<b>Pack</b>	
68.	<b>INSTRUCTION LABELS</b> 	Instruction Labels (Confidential; Sign here, Urgent) 50 flags	<b>Pack</b>	
69.	<b>PERMANENT MARKER OR EQUIVALENT</b> 	Marker Permanent (Fine point bullet tip – black) 1 box of 12 <b>Colours:</b> Green Black Red Blue	<b>Box</b>	
70.	<b>WHITE BOARD MARKER OR EQUIVALENT</b> 	Marker White Board – 1 Box of 10 <b>Colours:</b> Green Black Red Blue	<b>Box</b>	
71.	<b>MEMO CUBE HOLDER OR EQUIVALENT</b> 	Memo cube holder sold singular	<b>Each</b>	
72.	<b>MEMO CUBE REFILL OR EQUIVALENT</b> 	Memo Cube Refills – 400 sheets	<b>Pack</b>	
73.	<b>PACKAGING CLEAR TAPE OR EQUIVALENT</b> 	Packaging Clear Tape (48mm x 50mm)	<b>Each</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				








74.	<b>PAPER CLIPS (33mm) OR EQUIVALENT</b> 	Paper Clips (33mm) 1 box of 100	<b>Box</b>	
75.	<b>PAPER CLIPS (50mm) OR EQUIVALENT</b> 	Paper Clips (50mm) 1 x box of 100	<b>Box</b>	
76.	<b>PEN (Black- Ball Point) OR EQUIVALENT</b> 	Pen (Retractable Ball Point Pen, Slip Proof Rubberized Grip, Ball Sizes from 0.7 to 1.6mm diameter) Black – 12 per box	<b>Box</b>	
77.	<b>PEN (Black- Gel) OR EQUIVALENT</b> 	Pen (Hybrid Gel Grip Roller) Black – 12 per box	<b>Box</b>	
78.	<b>PEN (Red) OR EQUIVALENT</b> 	Pen (Hybrid Gel Grip Roller) Red – 12 per box	<b>Box</b>	
79.	<b>PEN (Blue) OR EQUIVALENT</b> 	Pen (Hybrid Gel Grip Roller) Blue – 12 per box	<b>Box</b>	
80.	<b>PEN (Fine Liner) OR EQUIVALENT</b> 	Pen Fine Liner Black – 12 per box	<b>Box</b>	
81.	<b>PENCIL (Clutch) OR EQUIVALENT</b> 	Pencil Clutch – 10 per box	<b>Box</b>	
82.	<b>PENCIL LEAD OR EQUIVALENT</b> 	Pencil Lead (0,5HB) – 12 per box	<b>Box</b>	
83.	<b>PENCIL SHARPENER OR EQUIVALENT</b> 	Pencil Sharpener Steel – each	<b>Each</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				




84.	<b>STICKY NOTES (Large) OR EQUIVALENT</b> 	Sticky Note Large (105x76mm) – 100 sheets per pad	Each	
85.	<b>STICKY NOTES (Medium) OR EQUIVALENT</b> 	Sticky Note Medium (76mm x 76mm) - 100 sheets per pad	Each	
86.	<b>STICKY NOTES (Small) OR EQUIVALENT</b> 	Sticky note Small (38 x 50mm) - 100 sheets per pad	Each	
87.	<b>STICKY NOTES PACK (Assorted) OR EQUIVALENT</b> 	Sticky Note Pack (5 Assorted Colours (75 x 75mm) 400 sheets per cube	Pack	
88.	<b>STICKY FLAGS OR EQUIVALENT</b> 	Sticky Flags – 1 Pack (50 flags per dispenser) 24.5mm x 43.6mm	Pack	
89.	<b>STICKY FLAGS OR EQUIVALENT</b> 	Sticky Flags Mini (Bright Arrows) – 96 (flags per dispenser) 11.9mm x 43.2mm	Pack	
90.	<b>GLUE STICK OR EQUIVALENT</b> 	Glue Stick 43 g – 1 Each	Each	
91.	<b>PRESTIK ADHESIVE OR EQUIVALENT</b> 	Prestik Adhesive 100g	Each	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				



92.	<b>PUNCH OFFICE 2 HOLE OR EQUIVALENT</b> 	Punch Office 2 Hole (20 Sheet Capacity) – 1 Each	<b>Each</b>	
93.	<b>PUNCH HEAVY DUTY OR EQUIVALENT</b> 	Punch Heavy Duty 300 Sheet Capacity, Robust Metal Construction, Locking Metal Paper guide, Confetti Drawer for Easy Emptying and Handle Leverage – 1 Each	<b>Each</b>	
94.	<b>A4 QUOTATION FOLDERS OR EQUIVALENT</b> 	A4 Quotation folders Red, Orange, Blue, Green and Yellow – 1 Each	<b>Each</b>	
95.	<b>RECEIVED STAMP</b> 	Received Stamp-Self Inking (38mmx14mm) 1 Each	<b>Each</b>	
96.	<b>RUBBER BANDS (Size 34) OR EQUIVALENT</b> 	Rubber bands (Size 34) 1 pack 100g	<b>Pack</b>	
97.	<b>RUBBER BANDS (Size 38) OR EQUIVALENT</b> 	Rubber bands (Size 38) 1 pack 100g	<b>Pack</b>	
98.	<b>RUBBER BANDS (Size 64) OR EQUIVALENT</b> 	Rubber bands (Size 64) 1 pack 100g	<b>Pack</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

99.	<b>RUBBER BANDS (Size 69) OR EQUIVALENT</b> 	Rubber bands (Size 69) 1 pack 100g	<b>Pack</b>	
100.	<b>RUBBER BANDS (Size 69)</b> 	Ruler (30cm – Finger grip) – 1 Each	<b>Each</b>	
101.	<b>SCISSORS OR EQUIVALENT</b> 	Scissors (21cm with hard Plastic Handle. Not Standard Economy Scissors) – 1 Each	<b>Each</b>	
102.	<b>SELLOTAPE OR EQUIVALENT</b> 	Sellotape (12mm x 33m) – 1 Each	<b>Each</b>	
103.	<b>PAPER FASTENERS (51mm) OR EQUIVALENT</b> 	Split Pins Paper Fasteners – 51mm 100 in a box	<b>Box</b>	
104.	<b>PAPER FASTENERS (38mm) OR EQUIVALENT</b> 	Split Pins Paper Fasteners – 38mm 100 in a box	<b>Box</b>	
105.	<b>PAPER FASTENERS (25mm) OR EQUIVALENT</b> 	Split Pins Paper Fasteners – 25mm 100 in a box	<b>Box</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

106.	<b>STAMP PAD (Small)</b> 	Stamp Pad (Small 50mm x 90mm) – 1 Each	Each	
107.	<b>STAMP PAD (Big)</b> 	Stamp Pad (Big 90mm x 160mm) – 1 Each	Each	
108.	<b>STAMP PAD INK (Black) OR EQUIVALENT</b> 	Stamp Pad Ink Black – 28ml 1 Each	Each	
109.	<b>STAMP PAD INK (Red) OR EQUIVALENT</b> 	Stamp Pad Ink Red – 28ml 1 Each	Each	
110.	<b>STAPLE REMOVER OR EQUIVALENT</b> 	Staple Remover (Heavy Duty handles staple removing jobs of up to 160 Sheets) 1 Each	Each	
111.	<b>STAPLER (Standard) OR EQUIVALENT</b> 	Standard Stapler staples sheet capacity of 20 sheets	Each	
112.	<b>HEAVY DUTY STAPLER OR EQUIVALENT</b> 	Heavy Duty Stapler (100 80gsm Sheet capacity) Anti-Skid Base 23/6 to 23/13 H Staples – 1 Each	Each	
113.	<b>STAPLES (23/6) OR EQUIVALENT</b> 	Staples Heavy Duty 23/6 – box of 1000	Box	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

114.	<b>STAPLES (23/16)</b> 	Staples Heavy Duty 23/16 – box of 1000	<b>Box</b>	
115.	<b>STAPLES (26/6) OR EQUIVALENT</b> 	Staples standard 26/6 – box of 5000	<b>Box</b>	
116.	<b>TREASURY TAGS</b> 	Treasury tags/Indian files (102mm) - box of 500	<b>Box</b>	
117.	<b>BROTHER P TOUCH TAPE (36mm)</b> 	Brother P Touch 3600 Cassette Tape (TZE-261) Laminated 36mm, Black on White Tape – 1 Each	<b>Each</b>	
118.	<b>BROTHER P TOUCH TAPE (18mm)</b> 	Brother P Touch 3600 Cassette Tape (TZE-241) – Laminated 18mm, Black on White Tape – 1 Each	<b>Each</b>	
119.	<b>BROTHER P TOUCH TAPE (9mm)</b> 	Brother P Touch 3600 Cassette Tape (TZE-221) Laminated 9mm, Black on White Tape – 1 Each	<b>Each</b>	
120.	<b>TAPE DISPENSER</b> 	Tape Dispenser – Large (Desktop, Dual Core for rolls 25mm and 75mm long and width up to 25mm) – 1 Each	<b>Each</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

121.	<b>Z 20 BROWN FILE FOLDERS</b> 	Z 20 Brown File Folders – 100 in a pack	<b>Pack</b>	
122.	<b>BATTERIES (AA) OR EQUIVALENT</b> 	Batteries (AA) Pack of 4	<b>Pack</b>	
123.	<b>BATTERIES (AAA) OR EQUIVALENT</b> 	Batteries (AAA) Pack of 4	<b>Pack</b>	
124.	<b>CD-R OR EQUIVALENT</b> 	CD-R (Pack of 10)	<b>Pack</b>	
125.	<b>CD-RW OR EQUIVALENT</b> 	CD-R-W (Pack of 10)	<b>Pack</b>	
126.	<b>DVD-R OR EQUIVALENT</b> 	DVD-R (Pack of 10)	<b>Pack</b>	
127.	<b>LETTER TRAY OR EQUIVALENT</b> 	Letter Tray & Organiser Black/Grey/Blue 2 Tier	<b>Each</b>	
128.	<b>LETTER TRAY OR EQUIVALENT</b> 	Letter Tray & Organiser Black/Grey/Blue 3 Tier	<b>Each</b>	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

**SUMNMARY FOR TOTALS (VAT INCLUSIVE)**

<b>TOTAL FOR PAGE 52</b>	
<b>TOTAL FOR PAGE 53</b>	
<b>TOTAL FOR PAGE 54</b>	
<b>TOTAL FOR PAGE 55</b>	
<b>TOTAL FOR PAGE 56</b>	
<b>TOTAL FOR PAGE 57</b>	
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<b>TOTAL FOR PAGE 66</b>	
<b>TOTAL FOR PAGE 67</b>	
<b>TOTAL FOR PAGE 68</b>	
<b>TOTAL FOR PAGE 69</b>	
<b>GRAND TOTAL FOR PAGES 52 TO 69 (CARRIED FORWARD TO SECTION E PAGE 11: QUOTATION OFFER)</b>	

# **SPECIFICATION FOR PRINTING CARTRIDGES ITEMS**







## **ANNEXURE B**

No.	Description of items		Quantity	Unit Price
1.	<b>CARTRIDGE (HP 951XL)</b> 	HP 951XL Office jet Ink Cartridge <ul style="list-style-type: none"> <li>- Cyan</li> <li>- Magenta</li> <li>- Yellow</li> <li>- Black</li> </ul>	Each	
2.	<b>CARTRIDGE (HP 645A CLJ)</b> 	HP 645A CLJ 5500 Print Cartridge <ul style="list-style-type: none"> <li>- Cyan</li> <li>- Magenta</li> <li>- Yellow</li> <li>- Black</li> </ul>	Each	
3.	<b>CARTRIDGE (HP 129 Black)</b> 	HP 129 Black Cartridge	Each	
4.	<b>CARTRIDGE (HP OFFICE JET 202)</b> 	HP 651 Tri-Colour Cartridge	Each	
5.	<b>CARTRIDGE (HP OFFICE JET 202)</b> 	HP 651 Black Office jet Ink Cartridge	Each	
6.	<b>CARTRIDGE (BROTHER MFC 9420)</b> 	Brother MFC 9420 Cartridges: <ul style="list-style-type: none"> <li>- Black (TN 04 BK)</li> <li>- Cyan (TN 04 C)</li> <li>- Yellow (TN 04 Y)</li> <li>- Magenta (TN 04 M)</li> </ul>	Each	
7.	<b>DRUM UNIT (BROTHER MFC 9420)</b> 	Brother MFC 9420 Image Drum Unit	Each	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				



8.	<b>BELT (BROTHER MFC 9420)</b> 	Brother MFC 9420 OPC Belt	Each	
9.	<b>CARTRIDGE (BROTHER HL 4050)</b> 	Brother HL 4050 CDN Cartridge: - Black (TN 155 BK) - Cyan (TN 155 C) - Yellow (TN 155 Y) - Magenta (TN 155 M)	Each	
10.	<b>DRUM UNIT (BROTHER HL 4050)</b> 	Brother HL 4050 CDN (DR 150 CL) Image Drum Unit	Each	
11.	<b>CARTRIDGE (BROTHER HL 4150 Black)</b> 	Brother HL 4150 CDN Cartridge: - Black (TN 348 BK) - Cyan (TN 348 C) - Yellow (TN 348 Y) - Magenta (TN 348 M)	Each	
12.	<b>DRUM UNIT (BROTHER HL 4150)</b> 	Brother HL 4150 CDN Image Drum Unit	Each	
13.	<b>CARTRIDGE (BROTHER HL 3040)</b> 	Brother HL 3040 CN Cartridge: - Black (TN 240 BK) - Cyan (TN 240 C) - Yellow (TN 240 Y) - Magenta (TN 240 M)	Each	
14.	<b>DRUM UNIT (BROTHER HL 3040)</b> 	Brother HL 3040 CN Image Drum Unit – 1 Each	Each	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

15.	<b>CARTRIDGE (BROTHER MFC 9460)</b> 	Brother MFC 9460 CDN Cartridge: - Black (TN 348 BK) - Cyan (TN 348 C) - Yellow (TN 348 Y) - Magenta (TN 348 M)	Each	
16.	<b>DRUM UNIT (BROTHER MFC 9460)</b> 	Brother MFC 9460 Image Drum Unit	Each	
17.	<b>CARTRIDGE (BROTHER MFC L8600)</b> 	Brother MFC L8600 CDW Cartridge: - Black (TN 361/369 BK) - Cyan (TN 361/369 C) - Yellow (TN 361/369 Y) - Magenta (TN 361/369 M)	Each	
18.	<b>DRUM UNIT (BROTHER MFC L8600)</b> 	Brother MFC L8600 CDW Image Drum Unit	Each	
19.	<b>CARTRIDGE (BROTHER TN 3250)</b> 	Brother TN 3250 Cartridge	Each	
20.	<b>DRUM UNIT (BROTHER TN 3250)</b> 	Brother DR 3215 Image Drum Unit	Each	
21.	<b>CARTRIDGE (BROTHER MFC J3720)</b> 	Brother MFC J3720 Cartridge: LC565XL - Magenta - Yellow - Cyan - Black	Each	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

22.	<b>DRUM UNIT (BROTHER MFC J3720)</b> 	Brother MFC J3720 Image Drum Unit	Each	
23.	<b>DRUM UNIT (BROTHER MFC J3520)</b> 	Brother MFC J3520 Image Drum Unit	Each	
24.	<b>CARTRIDGE (BROTHER MFC J3530)</b> 	Brother MFC J3530 Cartridge: LC3717 - Magenta - Yellow - Cyan - Black	Each	
25.	<b>DRUM UNIT (BROTHER MFC J3530)</b> 	Brother MFC J3530 Image Drum Unit	Each	
26.	<b>CARTRIDGE (BROTHER MFC L2700DW)</b> 	Brother MFC L2700DW Black Cartridge	Each	
27.	<b>DRUM UNIT (BROTHER MFC L2700DW)</b> 	Brother MFC L2700DW Image Drum Unit: DR630	Each	
<b>TOTAL</b>				
<b>VAT</b>				
<b>SUB TOTAL</b>				

**SUMMARY OF TOTALS (VAT INCLUSIVE)**

TOTAL FOR PAGE 72	
TOTAL FOR PAGE 73	
TOTAL FOR PAGE 74	
TOTAL FOR PAGE 75	
GRAND TOTAL FOR PAGES 72 TO 75 (CARRIED FORWARD TO SECTION E PAGE 11: QUOTATION OFFER)	