



1 Cedara Road, Pietermaritzburg, 3200
KZN Department of Agriculture & Rural Development, Private Bag X9059, Pietermaritzburg, 3200
Tel: 033 355 9100

Invitation to Tender – DARD 01/2024

KwaZulu-Natal– DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Suitable and capable service providers are invited to bid for the **Appointment of a Panel of Service Provider(s) for Supply, Delivery and Off- Loading of Store Items (stationery and cleaning materials) for a period of three (03) years**

Department reserves the right to:

- (i) To accept part of a tender rather than the whole tender.
- (ii) To carry out site inspections, product evaluations or explanatory meetings in order to verify the nature and quality of the services offered by the bidder(s), whether before or after adjudication of the Bid.
- (iii) To correct any mistakes at any stage of the tender that may have been in the Bid documents or occurred at any stage of the tender process.
- (iv) To cancel and/or terminate the tender process at any stage, including after the Closing Date and/or after presentations have been made, and/or after tenders have been evaluated and/or after the preferred bidder(s) have been notified of their status as such.
- (v) The department publishes all awards on e-tender portal and departmental website, however, due to inability of the e-tender portal to advertise the awards of panels, the department advertises all panel awards on the departmental website.

Contact Details for Enquiries

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

Administrative: Ms. Nompumelelo Dladla Tel. No. 033 355 9369: or Nompumelelo.Dladla@kzndard.gov.za
and

Technical:

Dr. S. Gwala Tel. 033 355 9140/ 076 953 0953 or sifiso.gwala@kzndard.gov.za

The closing date and time for receipt of Tenders is **03 July 2024 at 11h00**. Telegraphic, telephonic, telex, facsimile, e-mail and late Tender Proposals will not be accepted.

NB. Tender documents must be deposited at:

Department of Agriculture and Rural Development, 1 Cedara Road, Cedara 3200, Supply Chain Management Bid Box

KWAZULU-NATAL PROVINCIAL GOVERNMENT BIDDING FORMS

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**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	DARD 01/2024	CLOSING DATE:	03/07/2024	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a Panel of Service Provider(s) for Supply, Delivery and Off- Loading of Store Items				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Nompumelelo Dladla		CONTACT PERSON	Dr S. Gwala	
TELEPHONE NUMBER	033 355 9369		TELEPHONE NUMBER	Tel. 033 355 9140/ 076 953 0953	
FACSIMILE NUMBER	n/a		FACSIMILE NUMBER	n/a	
E-MAIL ADDRESS	nompumelelo.dladla@kzndard.gov.za		E-MAIL ADDRESS	sifiso.gwala@kzndard.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
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]	
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**

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>

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

1. 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.
2. Prospective suppliers should self-register on the CSD website www.csd.gov.za
3. 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.
4. **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.**
5. 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:

PART C
PRICING SCHEDULE
 (Goods/Service/Work)

NAME OF BIDDER: 	
CLOSING TIME: 11h00	CLOSING DATE: 03/07/2024

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

BID NUMBER	DESCRIPTION	TOTAL BID PRICE IN RSA CURRENCY *(All applicable taxes included)
DARD 01/2024	Appointment of a Panel of Service Provider(s) for Supply, Delivery and Off- Loading of Store Items (stationery and cleaning materials) for a period of three (03) years	N/A

Amount in Words:

N/A

.....

.....

.....

.....

Official Company
Stamp

Signature

SECTION D

SBD 3.1

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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.....

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

ITEM NO.	QUANTITY	DESCRIPTION	Unit Price	Total for each unit
1				
2				
3				
4				
SUB-TOTAL				
VAT AT 15%				
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)			N/A	

- 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 applic

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

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.....	Bid number.....
Closing Time 11:00	Closing date.....

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

ITEM NO.	QUANTITY	DESCRIPTION	Unit Price	Total for each unit
1				
2				
3				
4				
SUB-TOTAL				
VAT AT 15%				
GRAND TOTAL (BID PRICE IN RSA CURRENCY WITH ALL APPLICABLE TAXES INCLUDED)			N/A	

- 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

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)

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

1. The accompanying information must be used for the formulation of proposals
2. 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.....

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

4. PERSON AND POSITION	HOURLY RATE	DAILY RATE
.....	R.....
.....	R.....
.....	R.....
.....	R.....
.....	R.....

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

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

5.1 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.....

6. Period required for commencement with project after acceptance of bid

.....

7. Estimated man-days for completion of project

.....

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

*YES/NO

9. 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 E

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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**

2.3.1 If so, furnish particulars:

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM

INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT
SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SECTION F

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

1.3 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

(a) The applicable preference point system for this tender is the 80/20 preference point system.

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

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

- (c) Price; and
- (d) Specific Goals.

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

The maximum points for this tender are allocated as follows:

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

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

1.7 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20 or **90/10**

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20 or **90/10**

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 or system) (To be completed by the tenderer)
An EME or QSE entity which is 100% black owned	20	
TOTAL	20	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>..... SIGNATURE(S) OF TENDERER(S)</p> <p>SURNAME AND NAME:</p> <p>..... DATE:</p> <p>..... ADDRESS:</p> <p>.....</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,

Full name & Surname	
Identity number	

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:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	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 – (a) who are citizens of the Republic of South Africa by birth or descent; or (b) who became citizens of the Republic of South Africa by naturalisation- I. before 27 April 1994; or II. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) 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; (d) Black people living in rural and under developed areas; (e) 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	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% Black Owned	Level Four (100% B-BBEE procurement recognition level)	

4. 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.
5. 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,

Full name & Surname	
Identity number	

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:

Enterprise Name	
Trading Name (If Applicable):	
Registration Number	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	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 – (c) who are citizens of the Republic of South Africa by birth or descent; or (d) who became citizens of the Republic of South Africa by naturalisation- III. before 27 April 1994; or IV. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;”
Definition of “Black Designated Groups”	“Black Designated Groups means: (f) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (g) Black people who are youth as defined in the National Youth Commission Act of 1996; (h) 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; (i) Black people living in rural and under developed areas; (j) 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	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. 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.
5. 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

SECTION G

SBD 7.1

CONTRACT FORM – GOODS/WORKS

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)

1. 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 .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) 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;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. 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.
4. 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.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1

2

CONTRACT FORM – GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. 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

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

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

SECTION H GENERAL CONDITIONS OF CONTRACT

i. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

ii. Application

- 1.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 1.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 1.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

iii. General

- 1.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 1.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

iv. Standards

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

v. Use of contract documents and information; inspection.

- 4.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 4.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 4.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 4.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

vi. Patent rights

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

7. Performance security

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

8. 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

9. a cashier's or certified cheque

- 1.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

2. Inspections, tests and analyses

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

2.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

2.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

2.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

2.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

2.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

2.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

2.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

a. 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.

b. 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.

2. Delivery and documents

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

3. Insurance

- a. 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.

4. Transportation

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

5. Incidental Services

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

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

- b. 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.

6. Spare parts

- a. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

7. Warranty

- a. 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.
- b. 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.
- c. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- d. 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.
- e. 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.

8. Payment

- a. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- b. 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.
- c. 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.
- d. Payment will be made in Rand unless otherwise stipulated in SCC.

9. Prices

- a. 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.

10. Contract amendments

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

11. Assignment

- a. 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.

12. Subcontracts

- a. 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.

13. Delays in the supplier's performance

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.

14. Penalties

- a. 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.

15. Termination for default

- a. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension

- thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
 - a. the name and address of the supplier and / or person restricted by the purchaser;
 - b. the date of commencement of the restriction
 - c. the period of restriction; and
 - d. the reasons for the restriction.
- i. These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- g. 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.

16. Anti-dumping and countervailing duties and rights

- a. 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.

17. Force Majeure

- a. 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.
- b. 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.

18. Termination for insolvency

- a. 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.

19. Settlement of Disputes

- a. 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.
- b. 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.
- c. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- d. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- e. Notwithstanding any reference to mediation and/or court proceedings herein,
 - (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

20. Limitation of liability

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

21. Governing language

- a. 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.

22. Applicable law

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

23. Notices

- a. 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
- b. 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.

24. Taxes and duties

- a. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- b. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- c. 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.

25. National Industrial Participation (NIP) Program

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

26. Prohibition of Restrictive practices

- a. 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).
 - b. 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 I

SPECIAL CONDITIONS OF CONTRACT

This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2022; the General Conditions of Contract (GCC) and the following applicable other Special Conditions of Contract.

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

1. CONTRACT PERIOD

1.1 The contract is for thirty-six (36) months.

2. EVALUATION CRITERIA

There are two stages in the selection process, namely,

- a) Stage one: Administrative Compliance
- b) Stage two: Functionality Criteria

Ensuring that bids comply with administrative Compliance and the price and specific goal.

2.1. Stage 1 - Administrative Compliance

Check and verify compliance with the submission and completion of compulsory bid documents viz Annexure A, Sections A to Q.

Failure to comply with any of the sections contained in the bid document that constitute step one will render the bid invalid

2.2 Preferential Point Evaluation

2.1.1. This bid will be evaluated using the 80/20 preference point system.

3. BID APPEAL TRIBUNAL

PLEASE NOTE:

Any appeals regarding the award of this bid should be lodged within 5 working days from the date of the publication of bid results in the Government Tender Bulletin which is published every week on Friday and may be down loaded from the website www.tenderbulletin.gov.za.

The address provided for the lodging of appeals is:

The Chairperson
Bid Appeals Tribunal
Private Bag X9082
Pietermaritzburg
3200

FAX NO.: (033) 897 4501

SECTION J

AUTHORITY TO SIGN A BID

The bidder must indicate the enterprise status by signing the appropriate box hereunder.

(I) CLOSE CORPORATION	(II) COMPANIES	(III) SOLE PROPRIETOR	(IV) PARTNERSHIP	(V) CO-OPERATIVE	(VI) JOINT VENTURE / CONSORTIUM	
					Incorporated	
					Unincorporated	

I/We, the undersigned, being the Member(s) of Cooperative/ Sole Owner (Sole Proprietor)/ Close Corporation/ Partners (Partnership)/ Company (Representative) or Lead Partner (Joint Venture / Consortium), in the enterprise trading as:

.....

hereby authorise Mr/Mrs/Ms

acting in the capacity of

whose signature is

to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

NAME	ADDRESS	SIGNATURE	DATE

(if the space provided is not enough please list all the director in the resolution letter)

Note:
Members of the enterprise must complete this form in full according to the type of enterprise, authorising the signatory to sign all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

Note: Director/s may appoint themselves if they will be the one signing all documents in connection with this bid and any contract resulting therefrom on behalf of the enterprise.

SECTION K
TERMS OF REFERENCE

APPOINTMENT OF A PANEL OF SERVICE PROVIDER(S) FOR SUPPLY, DELIVERY AND OFF-LOADING OF STORE ITEMS (STATIONERY AND CLEANING MATERIALS) FOR A PERIOD OF THREE (03) YEARS

1. BACKGROUND

- 1.1. Achieving and maintaining high levels of growth in the agricultural sector is a key national policy objective that holds a high priority in the programmers of the KwaZulu-Natal Department of Agriculture and Rural Development (DARD) (herein after referred to as Department).
- 1.2. The Department endeavors to contribute to economic employment and the agricultural sector and in the process promote commercialization in the smallholder farm sector, increase opportunities for skilled and relatively unskilled employment, and increase food security.
- 1.3. The Department has therefore prioritized the need to assist resource-poor and emerging farmers with fencing requirements.
- 1.4. To meet the needs of our changing client base, through its employees, conducts business on a daily basis with its customers, suppliers and communities as well as with the state and other authorities. During these interactions the core and regional departments require various resources and tools to be able to fulfil their functions.
- 1.5. It is the responsibility of Departmental Supply Chain Management (DSCM) to support these core and regional departments by assisting with the replenishment of inventories and procurement of services and goods. The replenishment of these consumable are managed by the DSCM through their inventory management system.

2. OBJECTIVES

- 2.1. The main objective of the Terms of Reference is to appoint a suitably qualified panel of service providers who will be responsible in supply, deliver and offload various store items (Stationery and cleaning materials) as and when required. A list of stock items held by the DARD Stores is provided below
- 2.2. The list is managed through an inventory management system on LOGIS and gets updated accordingly as and when required by user departments as communicated by DARD.
- 2.3. The department through this process aims to appoint various service providers to supply, deliver and off-load the Stationery and cleaning materials to the user departments, via the DSCM stores

3. SCOPE OF SERVICES

- 3.1. To supply and deliver to DARD various store items (Stationery and cleaning materials) as and when required.
- 3.2. The service provider will also be responsible for ensuring that, prior to delivery to the Department, the cleaning material and equipment are handled, transported and stored in an appropriate manner, which does not compromise the quality and safety thereof and is compliant with all relevant legislation

4. SPECIFIC DELIVERABLES

- 4.1. All various store items (Stationery and cleaning materials) to be supplied must be SABS approved in accordance with relevant National Standards.
- 4.2. Bidders using third party must submit undertaking letter from the manufacturers who will be supplying for them, confirming that they will be able to supply required Stationery and cleaning materials in a required quantity and will conform to be SABS approved.
- 4.3. Undertaking letter must be in a letterhead of the third party/manufacturer with contact person's name, contact number and email address.
- 4.4. The following **ANNEXURE A** present specifications of the various store items (Stationery and cleaning materials) **Please note that this specification is Not Conclusive.**
- 4.5. Awarded service providers will be expected to supply stationery and cleaning materials as specified in the specification.
- 4.6. Delivery of goods must be made in accordance with the instructions appearing on the official purchase order issued.
- 4.7. All deliveries must be accompanied by a delivery note stating the official order number against which the delivery has been affected.
- 4.8. Delivery should be done within 5 working days from the receipt of an official purchase order, except in an emergency case where required delivery period will be communicated prior.
- 4.9. Ensure that delivery note is signed by the official accepting delivery.
- 4.10. Upon receiving purchase order, successful bidder will be required to submit pre-production sample for the items on order to confirm that the sample is according to the specification.

NB: Required Specification will be indicated when requests for quotations are sent out.

STATIONERY

APPOINTMENT OF A PANEL OF SERVICE PROVIDER(S) FOR SUPPLY, DELIVERY AND OFF-LOADING OF STORE ITEMS (STATIONERY AND CLEANING MATERIALS) FOR A PERIOD OF THREE (03) YEARS

ITEM	DESCRIPTION	QUANTITY
1.	STAEDLER /EQUIVALENT HB PENCIL	Quantities / Unit of measure will be determined as per demand
2.	CORRECTION FLUID	Quantities / Unit of measure will be determined as per demand
3.	PENTEL / EQUIVALENT FINE POINT CORRECTION PEN	Quantities / Unit of measure will be determined as per demand
4.	PENTEL / EQUIVALENT CORRECTION TAPE 5MM X 5 MM	Quantities / Unit of measure will be determined as per demand
5.	PENTEL CORRECTIONAL PEN EXTRA FINE POINT	Quantities / Unit of measure will be determined as per demand
6.	PENTEL ENERGEL METAL TIP - BLACK	Quantities / Unit of measure will be determined as per demand
7.	PENTEL ENERGEL METAL TIP - RED	Quantities / Unit of measure will be determined as per demand
8.	PENTEL ENERGEL METAL TIP - BLUE	Quantities / Unit of measure will be determined as per demand
9.	PENTEL ENERGEL RETRACTABLE REFILL -BLACK	Quantities / Unit of measure will be determined as per demand
10.	PENTEL ENERGEL RETRACTABLE REFILL -RED	Quantities / Unit of measure will be determined as per demand
11.	PENTEL ENERGEL RETRACTABLE REFILL -BLUE	Quantities / Unit of measure will be determined as per demand
12.	PERMANENT MARKER BLACK	Quantities / Unit of measure will be determined as per demand
13.	PERMANENT MARKER BLUE	Quantities / Unit of measure will be determined as per demand
14.	PERMANENT MARKER GREEN	Quantities / Unit of measure will be determined as per demand
15.	PERMANENT MARKER RED	Quantities / Unit of measure will be determined as per demand
16.	UNIBALL EYE MICRO PEN - BLACK	Quantities / Unit of measure will be determined as per demand
17.	HIGHLIGHTER BLUE (BOX)	Quantities / Unit of measure will be determined as per demand
18.	HIGHLIGHTER YELLOW (BOX)	Quantities / Unit of measure will be determined as per demand
19.	HIGHLIGHTER PINK (BOX)	Quantities / Unit of measure will be determined as per demand
20.	HIGHLIGHTER ORANGE (BOX)	Quantities / Unit of measure will be determined as per demand
21.	HIGHLIGHTER GREEN (BOX)	Quantities / Unit of measure will be determined as per demand

22.	PILOT / EQUIVANT BL-G2-3-B BLACK PEN (BOX)	Quantities / Unit of measure will be determined as per demand
23	PILOT G2-05 BALL POINT FINE 0.7 BLACK/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
24.	PILOT G2-05 BALL POINT FINE 0.5 BLACK/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
25.	PILOT V BALL GRIP 0.5MM BLACK PEN	Quantities / Unit of measure will be determined as per demand
26.	PILOT G2-05 BALL POINT FINE 0.5 RED/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
27.	BIC CLICK PEN - BLACK	Quantities / Unit of measure will be determined as per demand
28.	UNIBALL EYE FINE PEN – WATERPROOF BLACK	Quantities / Unit of measure will be determined as per demand
29.	UNIBALL EYE FINE PEN – WATERPROOF RED	Quantities / Unit of measure will be determined as per demand
30.	PENTEL E –SHAP MECHANICAL PENCIL BLUE/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
31.	MAXIFLO PUMP ACTION PERMANENT MARK BLACK/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
32.	ARTLINE 90 RED	Quantities / Unit of measure will be determined as per demand
33.	ARTLINE 90 BLACK	Quantities / Unit of measure will be determined as per demand
34.	ARTLINE 90 GREEN	Quantities / Unit of measure will be determined as per demand
35.	ARTLINE 725 SUPERFINE MARKER BLACK	Quantities / Unit of measure will be determined as per demand
36.	ARTLINE 725 SUPERFINE MARKER RED	Quantities / Unit of measure will be determined as per demand
37.	WHITE BOARD MARKER(BOX OF ASSORTED COLOURS)	Quantities / Unit of measure will be determined as per demand
38.	FLIPCHART MARKER ARTLINE 370 (BOX OF ASSORTED COLOURS)	Quantities / Unit of measure will be determined as per demand
39.	PARROT/EQUIVALENT WHITE BOARD MARKER (RED)	Quantities / Unit of measure will be determined as per demand
40.	PARROT/EQUIVALENT WHITE BOARD MARKER (GREEN)	Quantities / Unit of measure will be determined as per demand
41.	PARROT/EQUIVALENT WHITE BOARD MARKER (BLUE)	Quantities / Unit of measure will be determined as per demand
42.	PARROT/EQUIVALENT WHITE BOARD MARKER (BLACK)	Quantities / Unit of measure will be determined as per demand
43.	ARTLINE CHISELPOINT EK90	Quantities / Unit of measure will be determined as per demand
44.	ARTLINE BULLET POINT EK90	Quantities / Unit of measure will be determined as per demand
45.	BIC ORANGE FINE BALL POINT PEN (BLACK)	Quantities / Unit of measure will be determined as per demand
46.	BIC ORANGE FINE BALL POINT PEN (BLUE)	Quantities / Unit of measure will be determined as per demand
47.	BIC CRYSTAL BALL PEN EXTRA LIFE MEDIUM 100MM	Quantities / Unit of measure will be

		determined as per demand
48.	BIC CLICK BALL PEN MEDIUM 100MM	Quantities / Unit of measure will be determined as per demand
49.	STEADLER/EQUIVALENT MIX COLOUR PENS BALL 432	Quantities / Unit of measure will be determined as per demand
50.	PENCIL 3H/HB	Quantities / Unit of measure will be determined as per demand
51.	BPGP-10R-M-B PILOT PEN SUPER CRIP	Quantities / Unit of measure will be determined as per demand
52.	TECHNICCLICK PENTEL/EQUIVALENT PENCIL	Quantities / Unit of measure will be determined as per demand
53.	0.5MM HB PENTEL REFILL LEADS	Quantities / Unit of measure will be determined as per demand
54.	BIC CLICK MEDIUM BALL PEN BLACK ORIGIONAL 60 MEDIUM (1.0MM)	Quantities / Unit of measure will be determined as per demand
55.	BIC CLICK MEDIUM BALL PEN RED ORIGIONAL 60 MEDIUM (1.0MM)	Quantities / Unit of measure will be determined as per demand
56.	PENFLEX / EQUIVALENT PERMANENT MARKER	Quantities / Unit of measure will be determined as per demand
57.	BLACK MARKER PENS :PENTEL MAXIFLO NLF50 –A	Quantities / Unit of measure will be determined as per demand
58.	STABILO BOSS HIGH LITER PENS :YELLOW/ORANGE/BLUE	Quantities / Unit of measure will be determined as per demand
59.	POST-IT STICKERS (ASSORTED COLOURS)	Quantities / Unit of measure will be determined as per demand
60.	FILM INDEX (STICKER)	Quantities / Unit of measure will be determined as per demand
61.	PRINTED FLAGS (SIGN HERE)	Quantities / Unit of measure will be determined as per demand
62.	PRINTED FLAGS (URGENT)	Quantities / Unit of measure will be determined as per demand
63.	LAZER LABELS 105 X 37 MM 16 UP REDFERN	Quantities / Unit of measure will be determined as per demand
64.	STICK 'N POP-UP FLAGS 42 X 12MM	Quantities / Unit of measure will be determined as per demand
65.	POST IT CUBE 76 X 76MM	Quantities / Unit of measure will be determined as per demand
66.	WHITE CUBE REFILL BOX (PACKETS)	Quantities / Unit of measure will be determined as per demand
67.	POP-UP FLAGS STICK	Quantities / Unit of measure will be determined as per demand
68.	STICK NOTE 76 X 76	Quantities / Unit of measure will be determined as per demand
69.	LESTAT FILM INDEX FLAGS 40MM X 12MM –SELF ADHESIVE (PACKET)	Quantities / Unit of measure will be determined as per demand
70.	STICKY CUBES ASSORTED COLOURS	Quantities / Unit of measure will be determined as per demand
71.	STICK N FILM INDEX	Quantities / Unit of measure will be determined as per demand

72.	ENVELOPE A4 SELF SEAL (BOX) BROWN	Quantities / Unit of measure will be determined as per demand
73.	ENVELOPE A5 SELF SEAL (BOX) BROWN	Quantities / Unit of measure will be determined as per demand
74.	ENVELOPE A5 SELF SEAL (BOX) WHITE	Quantities / Unit of measure will be determined as per demand
75.	ENVELOPE A5 SELF SEAL (BOX) WHITE	Quantities / Unit of measure will be determined as per demand
76.	ENVELOPE WHITE C6 114 x 162MM SELF SEAL	Quantities / Unit of measure will be determined as per demand
77.	ENVELOPE C4 324 X 227	Quantities / Unit of measure will be determined as per demand
78.	ENVELOPE B4 – 11	Quantities / Unit of measure will be determined as per demand
79.	ENVELOPE B5	Quantities / Unit of measure will be determined as per demand
80.	ENVELOPE C3 458 X 324	Quantities / Unit of measure will be determined as per demand
81.	ENVELOPE 110 X 220	Quantities / Unit of measure will be determined as per demand
82.	ENVELOPE 114 X 162 (LOOSE)	Quantities / Unit of measure will be determined as per demand
83.	MEECO EXPANDABLE DOCUMENT ENVELOPE ZQ340	Quantities / Unit of measure will be determined as per demand
84.	BROWN A4 ENVELOPES (BOX)	Quantities / Unit of measure will be determined as per demand
85.	ENVELOPE 324 X 277	Quantities / Unit of measure will be determined as per demand
86.	B4 WHITE SELF SEAL OPEN SHORT SIDE ENVELOPE (BOX)	Quantities / Unit of measure will be determined as per demand
87.	DLB WHITE OPAQUE SELF SEAL ENVELOPE (BOX)	Quantities / Unit of measure will be determined as per demand
88.	BS MANILLA SELF SEAL OPEN SHORT SIDE ENVELOPE (BOX)	Quantities / Unit of measure will be determined as per demand
89.	LC6 WHITE OPAQUE SELF SEAL 114 X 162MM (BOX)	Quantities / Unit of measure will be determined as per demand
90.	C4 WHITE SELF SEAL ENVELOPE (BOX)	Quantities / Unit of measure will be determined as per demand
91.	C4 MANILLA SELF SEAL (BOX)	Quantities / Unit of measure will be determined as per demand
92.	DLB MANILLA SELF SEAL ENVELOPE	Quantities / Unit of measure will be determined as per demand
93.	MERPAK C4 POCKET WHITE SIMPLI STIK ENVELOPE 324 X 229 MM (BOX)	Quantities / Unit of measure will be determined as per demand
94.	GRIPBINDERS 649 76MM (BOX – 100)	Quantities / Unit of measure will be determined as per demand
95.	GRIPBINDERS 647 51MM (BOX – 100)	Quantities / Unit of measure will be determined as per demand
96.	GRIPBINDERS 646 38MM (BOX – 100)	Quantities / Unit of measure will be determined as per demand
97.	GRIPBINDERS 645 32MM (BOX – 100)	Quantities / Unit of measure will be determined as per demand

98.	GRIPBINDERS 644 25MM (BOX – 100)	Quantities / Unit of measure will be determined as per demand
99.	GRIPBINDERS 643 19MM (BOX – 100)	Quantities / Unit of measure will be determined as per demand
100.	DONAU/EQUIVALENT RINGBINDER 2 RING 30MM PVC (ORANGE)	Quantities / Unit of measure will be determined as per demand
101.	DONAU/EQUIVALENT RINGBINDER 2 RING 30MM PVC (BLUE)	Quantities / Unit of measure will be determined as per demand
102.	PAPER CLIP (LARGE-PLASTIC COATED)	Quantities / Unit of measure will be determined as per demand
103.	PAPER CLIP (SMALL-PLASTIC COATED)	Quantities / Unit of measure will be determined as per demand
104.	PAPER CLIPS SMALL	Quantities / Unit of measure will be determined as per demand
105.	PAPER CLIPS BIG	Quantities / Unit of measure will be determined as per demand
106.	GEM CLIPS /EQUIVALENT	Quantities / Unit of measure will be determined as per demand
107.	FILE FASTENERS	Quantities / Unit of measure will be determined as per demand
108.	RING BINDER (MEDIUM FILE)	Quantities / Unit of measure will be determined as per demand
109.	BULL DOG CLIPS 75MM (BOX)	Quantities / Unit of measure will be determined as per demand
110.	BULL DOG CLIPS 63MM (BOX)	Quantities / Unit of measure will be determined as per demand
111.	BULL DOG CLIPS 50MM (BOX)	Quantities / Unit of measure will be determined as per demand
112.	BULL DOG CLIPS SMALL (BOX)	Quantities / Unit of measure will be determined as per demand
113.	LARGE GEM CLIP – TREELINE 33MM	Quantities / Unit of measure will be determined as per demand
114.	PAPER CLIP HOLDER	Quantities / Unit of measure will be determined as per demand
115.	PAPERCLIP WAVY GEM CLIP 77MM (PACKETS)	Quantities / Unit of measure will be determined as per demand
116.	PAPERCLIP GIANT – SILVER 50MM (PACKETS)	Quantities / Unit of measure will be determined as per demand
117.	A4 COMB BINB RING PLASTIC – WHITE 100 SETS (10MM X 65)	Quantities / Unit of measure will be determined as per demand
118.	A4 COMB BINB RING PLASTIC – BLACK 100 SETS (10MM X 65)	Quantities / Unit of measure will be determined as per demand
119.	TREELINE/EQUIVALENT FILE FASTNER (80MM – 50 SETS)	Quantities / Unit of measure will be determined as per demand
120.	COLOUR PAPER CLIP (50MM – 100 PIECES)	Quantities / Unit of measure will be determined as per demand
121.	COLOUR PAPER CLIP (33MM – 100 PIECES)	Quantities / Unit of measure will be determined as per demand
122.	GIANT GEM PAPER CLIPS (50MM – 100 PIECES)	Quantities / Unit of measure will be determined as per demand
123.	WAVY PAPER CLIPS 77MM	Quantities / Unit of measure will be

		determined as per demand
124.	TOWER RING – REINFORCEMENTS (250 SETS)	Quantities / Unit of measure will be determined as per demand
125.	INVISIBLE CLEAR MATT ADHESIVE TAPE 12 X 50	Quantities / Unit of measure will be determined as per demand
126.	SELLOTAPE MAGIC TAPE 18 X 20 3M	Quantities / Unit of measure will be determined as per demand
127.	FILM INDEX REPOSITIONABLE SELF – ADHESIVE	Quantities / Unit of measure will be determined as per demand
128.	BUFF/H (BROWN TAPE)	Quantities / Unit of measure will be determined as per demand
129.	THICK DOUBLE SIDED TAPE	Quantities / Unit of measure will be determined as per demand
130.	CLEARPACK TAPE 48X50	Quantities / Unit of measure will be determined as per demand
131.	SELLOTAPE 24X50	Quantities / Unit of measure will be determined as per demand
132.	BUFF TAPE 48X50	Quantities / Unit of measure will be determined as per demand
133.	SELLOTAPE 12 X 50	Quantities / Unit of measure will be determined as per demand
134.	MAGIC TAPE SCOTCH 12MM X 50MM	Quantities / Unit of measure will be determined as per demand
135.	SCOTCH MAGIC TAPE 810	Quantities / Unit of measure will be determined as per demand
136.	CLEAR SELLOTAPE 66M	Quantities / Unit of measure will be determined as per demand
137.	BROWN SELLOTAPE 48 X 50	Quantities / Unit of measure will be determined as per demand
138.	PRESTIK	Quantities / Unit of measure will be determined as per demand
139.	PRITT GLUE STICK 40G	Quantities / Unit of measure will be determined as per demand
140.	GLUE STICK	Quantities / Unit of measure will be determined as per demand
141.	TIPP – EX	Quantities / Unit of measure will be determined as per demand
142.	TIPP – EX CORRECTION PEN	Quantities / Unit of measure will be determined as per demand
143.	PRITT GLUE STICK 43 GRAM	Quantities / Unit of measure will be determined as per demand
144.	STEADLER / EQUIVALENT PRESTIK 100G	Quantities / Unit of measure will be determined as per demand
145.	BOSTIK CLEAR	Quantities / Unit of measure will be determined as per demand
146.	BOSTIK PRESTIK 100G	Quantities / Unit of measure will be determined as per demand
147.	PUNCHER KANGAROO DP-720	Quantities / Unit of measure will be determined as per demand
148.	HEAVY DUTY PUNCHER	Quantities / Unit of measure will be determined as per demand
149.	REXEL NO.56 X 5000 STAPLES / EQUIVALENT	Quantities / Unit of measure will be determined as per demand

150.	HEAVY DUTY STAPLE GUN	Quantities / Unit of measure will be determined as per demand
151.	KANGARO STAPLE REMOVER SR-45	Quantities / Unit of measure will be determined as per demand
152.	STAPLE REMOVERS	Quantities / Unit of measure will be determined as per demand
153.	STAPLES NO.56 (6MM 26/6)	Quantities / Unit of measure will be determined as per demand
154.	STAPLES 26/6 BOX OF 5000 REXEL NO. 56/ EQUIVALENT	Quantities / Unit of measure will be determined as per demand
155.	KANGARO DS-435 STAPLER	Quantities / Unit of measure will be determined as per demand
156.	RAPID STAPLER PLIER NO. 1	Quantities / Unit of measure will be determined as per demand
157.	STAPLER METAL FULL STRIP – 20 SHEETS CAPACITY	Quantities / Unit of measure will be determined as per demand
158.	REXEL STAPLES 23/10 BOX OF 1000	Quantities / Unit of measure will be determined as per demand
159.	REXEL / EQUIVALENT STAPLES NO.66/11	Quantities / Unit of measure will be determined as per demand
160.	KANGARO STAPLE REMOVER SR 300	Quantities / Unit of measure will be determined as per demand
161.	REXEL STAPLER – FULL STRIP	Quantities / Unit of measure will be determined as per demand
162.	HEAVY DUTY 9/16 KANGARO STAPLES -10 X 100	Quantities / Unit of measure will be determined as per demand
163.	KANGARO PUNCH DP-520 (2.5MM)	Quantities / Unit of measure will be determined as per demand
164.	STAPLES NO.66/14	Quantities / Unit of measure will be determined as per demand
165.	MARLIN PROJECTS BOARD BRIGHT GREEN A4 100 SHEETS	Quantities / Unit of measure will be determined as per demand
166.	PASTEL/EQUIVALENT PAPER A4 – BLUE	Quantities / Unit of measure will be determined as per demand
167.	PASTEL/EQUIVALENT PAPER A4 – GREEN	Quantities / Unit of measure will be determined as per demand
168.	PASTEL/EQUIVALENT PAPER A4 – PINK	Quantities / Unit of measure will be determined as per demand
169.	HARD COVERS 172 PAGES	Quantities / Unit of measure will be determined as per demand
170.	FLASH DRIVE 16 G	Quantities / Unit of measure will be determined as per demand
171.	2Q/TREELINE HARD COVER BOOK 192 PAGES	Quantities / Unit of measure will be determined as per demand
172.	A5 PAD REGENCY	Quantities / Unit of measure will be determined as per demand
173.	BANTEX A4 DOCUMENT WALLET BRIGHT KRAFT 250GSM/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
174.	NOTE BOOK(A5 Writing pads)	Quantities / Unit of measure will be determined as per demand
175.	EXAMINATION PAD	Quantities / Unit of measure will be determined as per demand

176.	PASTEL NOTES PAD / EQUIVALENT	Quantities / Unit of measure will be determined as per demand
177.	FLIPCHART PAD	Quantities / Unit of measure will be determined as per demand
178.	EXAMINATION PAD	Quantities / Unit of measure will be determined as per demand
179.	LASER-COPIER INJET LABELS - 100 A4 SHEETS – UNCUT 210 X 297 MM	Quantities / Unit of measure will be determined as per demand
180.	2Q/TREELINE HARD COVER BOOK 192 PAGES	Quantities / Unit of measure will be determined as per demand
181.	CROXLEY MINUTE BOOK JD 168M/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
182.	NOTE PAD COMPACT MEDIUM SIZE	Quantities / Unit of measure will be determined as per demand
183.	A4 FLASH NOTE BOOK	Quantities / Unit of measure will be determined as per demand
184.	DAIRIES A5 WITH MUNICIPAL LOGO	Quantities / Unit of measure will be determined as per demand
185.	DAIRIES A4 WITH MUNICIPAL LOGO	Quantities / Unit of measure will be determined as per demand
186.	TREELINE EQUIVALENT SHORT HAND NOTEBOOK 144 PAGES WITH RINGBINDER	Quantities / Unit of measure will be determined as per demand
187.	TREELINE A5 192 PAGES MANUSCRIPT BOOK	Quantities / Unit of measure will be determined as per demand
188.	TREELINE A4 288PAGES MANUSCRIPT BOOK	Quantities / Unit of measure will be determined as per demand
189.	INDEX PEN CARBON BOOK DUPLICATE JD16 A6L-100 SHEETS FEINT	Quantities / Unit of measure will be determined as per demand
190.	CARBON PAPER TREFOIL 330X215MM A4	Quantities / Unit of measure will be determined as per demand
191.	CARBON PAPER TREFOIL 330X215MM SMALL	Quantities / Unit of measure will be determined as per demand
192.	A4 CARDBOARD SHEET	Quantities / Unit of measure will be determined as per demand
193.	A3 CARDBOARD SHEET	Quantities / Unit of measure will be determined as per demand
194.	LAMINATING SHEETS A3	Quantities / Unit of measure will be determined as per demand
195.	LAMINATING SHEETS A5	Quantities / Unit of measure will be determined as per demand
196.	LAMINATING SHEETS A4	Quantities / Unit of measure will be determined as per demand
197.	WIRE BOUND NOTE BOOK -100P	Quantities / Unit of measure will be determined as per demand
198.	A6 MEMO BOOK -144P	Quantities / Unit of measure will be determined as per demand
199.	A4 PROJECT BOARD YELLOW – 100 SHEETS (210 X 297 MM)	Quantities / Unit of measure will be determined as per demand
200.	A4 PROJECT BOARD BLUE – 100 SHEETS (210 X 297 MM)	Quantities / Unit of measure will be determined as per demand
201.	A4 PROJECT BOARD GREEN – 100 SHEETS (210 X 297 MM)	Quantities / Unit of measure will be determined as per demand

202.	A4 PROJECT BOARD ORANGE – 100 SHEETS (210 X 297 MM)	Quantities / Unit of measure will be determined as per demand
203.	A4 PROJECT BOARD PINK – 100 SHEETS (210 X 297 MM)	Quantities / Unit of measure will be determined as per demand
204.	COUNTER BOOK FEINT & MARGIN – 192 PGS	Quantities / Unit of measure will be determined as per demand
205.	LAMINATING POUCHES : SIZE 65MM X 95MM	Quantities / Unit of measure will be determined as per demand
206.	CROXLEY PEN CARBON BOOKS - TRIPLICATE	Quantities / Unit of measure will be determined as per demand
207.	RECEIPT BOOK	Quantities / Unit of measure will be determined as per demand
208.	ARCH FILE PVC 70 (BLUE)	Quantities / Unit of measure will be determined as per demand
209.	LEVER ARCH A4 FILE	Quantities / Unit of measure will be determined as per demand
210.	LEVER ARCH FILE BSC – NO LOGO	Quantities / Unit of measure will be determined as per demand
211.	LA/PVC/M/BLACK DONAU LEVER ARCH FILE 50MM/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
212.	LEVER ARCH MINI FILE 40MM	Quantities / Unit of measure will be determined as per demand
213.	FILING POCKETS A4 – 100 PIECES	Quantities / Unit of measure will be determined as per demand
214.	SPIRAL FILE (YELLOW)	Quantities / Unit of measure will be determined as per demand
215.	BOX FILE WITH DUST COVERS	Quantities / Unit of measure will be determined as per demand
216.	ACCEBLE FILE ASSORTED COLOURS	Quantities / Unit of measure will be determined as per demand
217.	100 POCKET PVC FILLING GLOSS CLEAR A4 OPEN TOP	Quantities / Unit of measure will be determined as per demand
218.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (YELLOW)	Quantities / Unit of measure will be determined as per demand
219.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (BLUE)	Quantities / Unit of measure will be determined as per demand
220.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (PINK)	Quantities / Unit of measure will be determined as per demand
221.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (LIME)	Quantities / Unit of measure will be determined as per demand
222.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (PURPLE)	Quantities / Unit of measure will be determined as per demand
223.	CROXLEY / EQUIVALENT S1007 LEVER ARCH FILE (NON-INDEX) A4 50MM	Quantities / Unit of measure will be determined as per demand
224.	CROXLEY / EQUIVALENT S1007 LEVER ARCH FILE (NON-INDEX) A4 70MM	Quantities / Unit of measure will be determined as per demand
225.	A4 PLASTIC MULTI PUNCHED POCKETS (100 /PACK)	Quantities / Unit of measure will be determined as per demand
226.	PLASTIC POCKET FILE	Quantities / Unit of measure will be

		determined as per demand
227.	PVC POCKET CLEAR	Quantities / Unit of measure will be determined as per demand
228.	TREELINE / EQUIVALENT ACCESSIBLE FILE (FOOLSCAP WITH METAL PRONG & FASTNER)	Quantities / Unit of measure will be determined as per demand
229.	A4 FILE DIVIDER – NUMBERS	Quantities / Unit of measure will be determined as per demand
230.	A4 FILE DIVIDER – MONTHS	Quantities / Unit of measure will be determined as per demand
231.	A4 FILE DIVIDER – ALFABETIC	Quantities / Unit of measure will be determined as per demand
232.	A4 FILE DIVIDER – BLANK	Quantities / Unit of measure will be determined as per demand
233.	A4 INDEX (1-10) TAB RAINBOW PVC DIVIDERS	Quantities / Unit of measure will be determined as per demand
234.	BANTEX / EQUIVALENT A4 INDEX (A-Z) DIVISION PVC FILE DIVIDER	Quantities / Unit of measure will be determined as per demand
235.	PILOT MEDIUM RUBBER BL-G2- 7/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
236.	PILOT MEDIUM RUBBER GRIP BPS-GP-M-B/EQUIVALENT	Quantities / Unit of measure will be determined as per demand
237.	FOLDERS 2 FOLD BRIGHT COLOURS- PACK OF 100 YELLOW	Quantities / Unit of measure will be determined as per demand
238.	OFFICE RUBBER BAND SIZE.18	Quantities / Unit of measure will be determined as per demand
239.	RUBBER BAND 1 KG SIZE 38	Quantities / Unit of measure will be determined as per demand
240.	RUBBER BAND 1KG SIZE 34	Quantities / Unit of measure will be determined as per demand
241.	BANTEX /EQUIVALENT SCISSOR 21 CM STAINLESS STEEL	Quantities / Unit of measure will be determined as per demand
242.	DESK LETTER TRAY	Quantities / Unit of measure will be determined as per demand
243.	DESK LETTER TRAY RISERS DRAWING PINS	Quantities / Unit of measure will be determined as per demand
244.	STEADLER ERASER T20/ EQUIVALENT	Quantities / Unit of measure will be determined as per demand
245.	SCISSOR –ORANGE HANDLE 165MM	Quantities / Unit of measure will be determined as per demand
246.	SHARPNER	Quantities / Unit of measure will be determined as per demand
247.	BOSTIK	Quantities / Unit of measure will be determined as per demand
248.	ENDORING INK	Quantities / Unit of measure will be determined as per demand
249.	STAMP PADS	Quantities / Unit of measure will be determined as per demand
250.	A4 BUTTERFLY PASTEL BOARDS 100'S	Quantities / Unit of measure will be determined as per demand
251.	A4 BUTTERFLY BRIGHT BOARDS 100'S	Quantities / Unit of measure will be determined as per demand

252.	RUBBERBAND TREFOIL 100G RUB 34	Quantities / Unit of measure will be determined as per demand
253.	SCISSOR – BIG	Quantities / Unit of measure will be determined as per demand
254.	HELIX OXFORD/ EQUIVALENT SINGLE HOLE SHARPNER	Quantities / Unit of measure will be determined as per demand
255.	STEADLER/EQUIVALENT HOLE TUD SHARPNER	Quantities / Unit of measure will be determined as per demand
256.	PARROT/EQUIVALENT WHITE BOARD CLEANER – 250ML BOTTLE	Quantities / Unit of measure will be determined as per demand
257.	PARROT / EQUIVALENT MAGNETIC WHITE BOARD ERASER 145 X 55MM	Quantities / Unit of measure will be determined as per demand
258.	ERASER	Quantities / Unit of measure will be determined as per demand
259.	RULERS-30CM LONG	Quantities / Unit of measure will be determined as per demand
260.	CALCULATER 10 DIGITS	Quantities / Unit of measure will be determined as per demand
261.	DESIFIX - 30 METER	Quantities / Unit of measure will be determined as per demand
262.	ENDORISING INK - 30ML BOTTLE (BLACK)	Quantities / Unit of measure will be determined as per demand
263.	ENDORINK INK – 30ML BOTTLE (RED)	Quantities / Unit of measure will be determined as per demand
264.	MEECO/EQUIVALENT QUOTATION FOLDER ECONOMY –ANY COLOUR	Quantities / Unit of measure will be determined as per demand
265.	SCJ3017R – SLIDER RAVE	Quantities / Unit of measure will be determined as per demand
266.	191023 – SLIDER RING LINER	Quantities / Unit of measure will be determined as per demand
267.	PARROT HEXAGONAL PINS (BOX)	Quantities / Unit of measure will be determined as per demand
268.	THUMB TACKS DRAWING PINS	Quantities / Unit of measure will be determined as per demand
269.	MAPPINS ASSORT COLOURS	Quantities / Unit of measure will be determined as per demand
270.	MOUSE PAD	Quantities / Unit of measure will be determined as per demand
271.	FINGER CONE SIZE 0 (GREEN)	Quantities / Unit of measure will be determined as per demand
272.	FILE FASTENER 80MM	Quantities / Unit of measure will be determined as per demand
273.	PAPER BINDERS -19MM	Quantities / Unit of measure will be determined as per demand
274.	PAPER BINDERS – 25MM	Quantities / Unit of measure will be determined as per demand
275.	WRAP KRAFT – TO COVER BOOK	Quantities / Unit of measure will be determined as per demand
276.	PLASTIC – TO COVER BOOKS	Quantities / Unit of measure will be determined as per demand
277.	STAMP – PRINTER 60-DATER	Quantities / Unit of measure will be determined as per demand

278.	LARGE GEM CLIPS – 33CM	Quantities / Unit of measure will be determined as per demand
279.	GIANT GEM CLIPS – 50MM	Quantities / Unit of measure will be determined as per demand
280.	WAVY GEM CLIPS – 77MM	Quantities / Unit of measure will be determined as per demand
281.	NATURAL RUBBER BANDS -100 GRAMS	Quantities / Unit of measure will be determined as per demand
282.	EASI – FIX	Quantities / Unit of measure will be determined as per demand
283	VERSAFILE TABS & INSERTS FOR SUSPENS	Quantities / Unit of measure will be determined as per demand

CARTRIDGE

1	SAMSUNG MAGENTA TONER – CLT Y406S (YELLOW)	Quantities / Unit of measure will be determined as per demand
2	SAMSUNG TONER – CLT Y406S (BLUE)	Quantities / Unit of measure will be determined as per demand
3	SAMSUNG TONER – CLT Y406S (BLACK)	Quantities / Unit of measure will be determined as per demand
4	SAMSUNG TONER – CLT Y406S (MAGENTA)	Quantities / Unit of measure will be determined as per demand
5.	HP LASERJET TONER P1102/P1102W	Quantities / Unit of measure will be determined as per demand
6	HP LAZERJET 1018 BLACK	Quantities / Unit of measure will be determined as per demand
7	HP 920XL BLACK OFFICEJET CARTRIDGE	Quantities / Unit of measure will be determined as per demand
8	HP 920XL BLUE OFFICEJET CARTRIDGE	Quantities / Unit of measure will be determined as per demand
9	HP 920XL YELLOW OFFICEJET CARTRIDGE	Quantities / Unit of measure will be determined as per demand
10	HP 920XL MAGENTA OFFICEJET CARTRIDGE	Quantities / Unit of measure will be determined as per demand
11	HP 201A BLACK CF400A	Quantities / Unit of measure will be determined as per demand
12	HP 201A CYAN CF401A	Quantities / Unit of measure will be determined as per demand
13	HP 201A MAGENTA CF403A	Quantities / Unit of measure will be determined as per demand
14	HP 201A YELLOW CF402A	Quantities / Unit of measure will be determined as per demand
15	HP Q5949A LASERJET 1160/1320 BLACK	Quantities / Unit of measure will be determined as per demand
16	HP LASERJET CE285A BLACK	Quantities / Unit of measure will be determined as per demand
17	HP LASEJET 2430TN	Quantities / Unit of measure will be determined as per demand
18	HP CARTRIDGE 1020	Quantities / Unit of measure will be determined as per demand

19	05A LASEJET	Quantities / Unit of measure will be determined as per demand
20	SAMSUNG MLT – D 117S	Quantities / Unit of measure will be determined as per demand
21	HP 652 BLACK	Quantities / Unit of measure will be determined as per demand
22	HP 652 TRI-COLOUR	Quantities / Unit of measure will be determined as per demand
23	HP12A BLACK	Quantities / Unit of measure will be determined as per demand
24	HP 35A BLACK	Quantities / Unit of measure will be determined as per demand
25	HP 78A BLACK	Quantities / Unit of measure will be determined as per demand
26	HP 05 BLACK	Quantities / Unit of measure will be determined as per demand
27	HP 85A BLACK	Quantities / Unit of measure will be determined as per demand
28	HP 650 BLACK	Quantities / Unit of measure will be determined as per demand
29	HP 650 TRI - COLOUR	Quantities / Unit of measure will be determined as per demand
30	HP 683X BLACK	Quantities / Unit of measure will be determined as per demand
31	HP 201A BLACK	Quantities / Unit of measure will be determined as per demand
32	HP 201A CYAN	Quantities / Unit of measure will be determined as per demand
33	HP 201A YELLOW	Quantities / Unit of measure will be determined as per demand
34	HP 201A MAGENTA	Quantities / Unit of measure will be determined as per demand
35	LEXMARK E120	Quantities / Unit of measure will be determined as per demand
36	HP LASERJET PRO MFP M225DN – HP 83 A : CF283A	Quantities / Unit of measure will be determined as per demand
37	HP LASERJET PRO P1566 – HP 78A : CE278A	Quantities / Unit of measure will be determined as per demand
38	HP LASERJET PRO 1018 – Q2612A	Quantities / Unit of measure will be determined as per demand
39	HP DESKJET 1050A 122 XL BLACK INJET CARTRIDGE : CH563HE	Quantities / Unit of measure will be determined as per demand
40	HP DESKJET 1050A 122 XL TRI- COLOUR INJET CARTRIDGE : CH564HE	Quantities / Unit of measure will be determined as per demand
41	HP OFFICEJET J3680 21 XL BLACK INJET CARTRIDGE : C9351AE	Quantities / Unit of measure will be determined as per demand
42	HP OFFICEJET J3680 22 XL TRI- COLOUR INJET CARTRIDGE : C9352	Quantities / Unit of measure will be determined as per demand
43	CANON MB2140 1400 XL BLACK	Quantities / Unit of measure will be determined as per demand
44	CANON MB2140 1400 XL CYAN	Quantities / Unit of measure will be determined as per demand

45	CANON MB2140 1400 XL MAGENTA	Quantities / Unit of measure will be determined as per demand
46	CANON MB2140 1400 XL YELLOW	Quantities / Unit of measure will be determined as per demand
47	SAMSUNG M2020 – MLTD 111L	Quantities / Unit of measure will be determined as per demand
48	SAMSUNG CLP – 365 W TONER BLACK : CLTK406S	Quantities / Unit of measure will be determined as per demand
49	SAMSUNG CLP – 365 W TONER CYAN : CLTC406S	Quantities / Unit of measure will be determined as per demand
50	SAMSUNG CLP – 365 W TONER MAGENTA : CLTM406S	Quantities / Unit of measure will be determined as per demand
51	SAMSUNG CLP – 365 W TONER YELLOW : CLTY406S	Quantities / Unit of measure will be determined as per demand
52	HP LASERJET CARTRIDGE 12A – Q2612A BLACK	Quantities / Unit of measure will be determined as per demand
53	HP LASERJET CARTRIDGE 85A – H-CE285A BLACK	Quantities / Unit of measure will be determined as per demand
54	HP LASERJET CARTRIDGE CF226A BLACK	Quantities / Unit of measure will be determined as per demand
55	SAMSUNG CLP – C406S	Quantities / Unit of measure will be determined as per demand
56	SAMSUNG CLP – M406S	Quantities / Unit of measure will be determined as per demand
57	SAMSUNG CLP – Y406S	Quantities / Unit of measure will be determined as per demand
58	SAMSUNG CLP – K406S	Quantities / Unit of measure will be determined as per demand
59	HP LASERJET 05A – CE505A	Quantities / Unit of measure will be determined as per demand
60	SAMSUNG CLT – M504S	Quantities / Unit of measure will be determined as per demand
61	SAMSUNG CLT – C504S	Quantities / Unit of measure will be determined as per demand
62	SAMSUNG CLT – K504S	Quantities / Unit of measure will be determined as per demand
63	HP LASERJET M1212NF MFP – CE 285A	Quantities / Unit of measure will be determined as per demand
64	HP LASERJET P2055 – CE 505A	Quantities / Unit of measure will be determined as per demand
65	HP LASERJET PRO MFP M280NW 203A	Quantities / Unit of measure will be determined as per demand
66	HP LASERJET 85A – CE 285A	Quantities / Unit of measure will be determined as per demand
67	HP LASERJET 131A – CF212A	Quantities / Unit of measure will be determined as per demand
68	HP LASERJET 131A – CF213A	Quantities / Unit of measure will be determined as per demand
69	HP LASERJET 131A – CF211A	Quantities / Unit of measure will be determined as per demand
70	HP LASERJET 131A – CF210A	Quantities / Unit of measure will be determined as per demand
71	HP LASERJET 85A –CE285AF	Quantities / Unit of measure will be determined as per demand

72	HP LASERJET P1566	Quantities / Unit of measure will be determined as per demand
73	HP LASERJET CF217AC - 17A	Quantities / Unit of measure will be determined as per demand
74	HP LASERJET Q2612AD – 12A	Quantities / Unit of measure will be determined as per demand
75	HP LASERJET CE285A – 85A	Quantities / Unit of measure will be determined as per demand
76	SAMSUNG MLT – D – 111S	Quantities / Unit of measure will be determined as per demand
77	SAMSUNG MLT – D – 101S	Quantities / Unit of measure will be determined as per demand
78	HP KYOCERA 2550CI - BLACK	Quantities / Unit of measure will be determined as per demand
79	HP KYOCERA 2550CI - YELLOW	Quantities / Unit of measure will be determined as per demand
80	HP KYOCERA 2550CI - CYAN	Quantities / Unit of measure will be determined as per demand
81	HP KYOCERA 2550CI - MAGENTA	Quantities / Unit of measure will be determined as per demand
82	HP KYOCERA 306CI -BLACK	Quantities / Unit of measure will be determined as per demand
83	HP KYOCERA 306CI - YELLOW	Quantities / Unit of measure will be determined as per demand
84	HP KYOCERA 306CI - CYAN	Quantities / Unit of measure will be determined as per demand
85	HP KYOCERA 306CI - MAGENTA	Quantities / Unit of measure will be determined as per demand
86	HP KYOCERA 266CI -BLACK	Quantities / Unit of measure will be determined as per demand
87	HP KYOCERA 266CI - YELLOW	Quantities / Unit of measure will be determined as per demand
88	HP KYOCERA 266CI - CYAN	Quantities / Unit of measure will be determined as per demand
89	HP KYOCERA 266CI - MAGENTA	Quantities / Unit of measure will be determined as per demand
90	HP KYOCERA FS 1125 - BLACK	Quantities / Unit of measure will be determined as per demand
91	HP KYOCERA FS 1125 - BLACK	Quantities / Unit of measure will be determined as per demand
92	HP 400 – BLACK	Quantities / Unit of measure will be determined as per demand
93	HP 400 – YELLOW	Quantities / Unit of measure will be determined as per demand
94	HP 400 – CYAN	Quantities / Unit of measure will be determined as per demand
95	HP 400 - MAGENTA	Quantities / Unit of measure will be determined as per demand
96	HP 200 – BLACK	Quantities / Unit of measure will be determined as per demand
97	HP 200 – YELLOW	Quantities / Unit of measure will be determined as per demand
98	HP 200 – CYAN	Quantities / Unit of measure will be determined as per demand

99	HP 200 - MAGENTA	Quantities / Unit of measure will be determined as per demand
100	HP M277 – BLACK	Quantities / Unit of measure will be determined as per demand
101	HP M277 - YELLOW	Quantities / Unit of measure will be determined as per demand
102	HP M277 – CYAN	Quantities / Unit of measure will be determined as per demand
103	HP M277 - MAGENTA	Quantities / Unit of measure will be determined as per demand
104	HP 4555 – BLACK	Quantities / Unit of measure will be determined as per demand

A4 and A3 WHITE COPY PAPERS

Item	Description	Estimated quantity per annum
1.	80 GSM A4 White Copy Papers	Quantities / Unit of measure will be determined as per demand
3.	A3 white 80g/m ²	Quantities / Unit of measure will be determined as per demand

A4 BLUE COPY PAPERS

Item	Description	Estimated quantity per annum
1.	80 GSM A4 BLUE Copy Papers	Quantities / Unit of measure will be determined as per demand

A4 GREEN COPY PAPERS

Item	Description	Estimated quantity per annum
1.	80 GSM A4 GREEN Copy Papers	Quantities / Unit of measure will be determined as per demand

A4 YELLOW COPY PAPERS

Item	Description	Estimated quantity per annum
1.	80 GSM A4 YELLOW Copy Papers	Quantities / Unit of measure will be determined as per demand

A4 PINK COPY PAPERS

Item	Description	Estimated quantity per annum
1.	80 GSM A4 PINK Copy Papers	Quantities / Unit of measure will be determined as per demand A N

CLEANING MATERIAL**APPOINTMENT OF A PANEL OF SERVICE PROVIDER(S) FOR SUPPLY, DELIVERY AND OFF-LOADING OF STORE ITEMS (STATIONERY AND CLEANING MATERIALS) FOR A PERIOD OF THREE (03) YEARS**

ITEM NO.	MATERIAL DESCRIPTION	QUANTITY / UNIT OF MEASURE	SANS / NRCS CONFORMANCE	UNIT OF MEASURE
CATEGORY A				
1.	Airfreshner liquid (cherry)	Quantities / Unit of measure will be determined as per demand	N/A	Drum
3.	Airfreshner toilet spray can	Quantities / Unit of measure will be determined as per demand	N/A	Can
4.	Bleach <ul style="list-style-type: none"> The active ingredient in liquid household bleach is a sodium hypochlorite solution at 5%. 	Quantities / Unit of measure will be determined as per demand	NRCS Registration	Each
5.	Bleach <ul style="list-style-type: none"> The active ingredient in liquid household bleach is a sodium hypochlorite solution at 5%. 	Quantities / Unit of measure will be determined as per demand	NRCS Registration	Each
6.	Cleaner ammoniated 750ml <ul style="list-style-type: none"> Must contain micro particles,removes 100% of dirt; 	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1225:1985 and/or any other relevant SANS	Each
7.	Cleaner ammoniated 3 litre <ul style="list-style-type: none"> Must contain micro particles,removes 100% of dirt; 	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1225:1985 and/or any other relevant SANS	Each
8.	Cleaner ammoniated 25 litre <ul style="list-style-type: none"> 1 Must contain micro particles,removes 100% of dirt; 	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1225:1985 and/or any other relevant SANS	Drum

9.	Cleaner multi all-purpose 25 litre 1 Must contain micro particles, removes 100% of dirt;	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1225:1985 and/or any other relevant SANS	Drum
10.	Cleaner urinal compound 25 litre	Quantities / Unit of measure will be determined as per demand	NRCS Registration	Drum
11.	Cleaner antiseptic 25 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 54885:2011 and/or any other relevant SANS	Drum
12.	Cleaner antiseptic 750 ml	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 54885:2011 and/or any other relevant SANS	Each
13.	Cleaner antiseptic 5 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 54885:2011 and/or any other relevant SANS	Each
14.	Cleaner drain black 5 litre	Quantities / Unit of measure will be determined as per demand	N/A	Each
15.	Cleaner hand grit 500 gram	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1216:2018 and/or any other relevant SANS	Each
16.	Cleaner oven 275ml	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1255:2020 and/or any other relevant SANS	Each
17.	Cleaner toilet 500ml	Quantities / Unit of measure will be determined as per demand	NRCS Registration	Each
18.	Deodorant blocks urinal 5kg bucket	Quantities / Unit of measure will be determined as per demand	N/A	Each
19.	Deodorant blocks urinal 200 gram	Quantities / Unit of measure will be determined as per demand	N/A	Each
20.	Detergent general purpose 12.5 kg	Quantities / Unit of measure will be determined as per demand	NRCS Registration	Each
21.	Disinfectant cleaner (black fluid) 5 litre	Quantities / Unit of measure will be determined as per demand	NRCS Registration	Each

22.	Disinfectant surface gel (pine) 25 litre 2 contain a high concentration of surfactants, as well as pine oil which has a natural disinfectant property; .. be a thick, freestanding gel;	Quantities / Unit of measure will be determined as per demand	NRCS Registration	Drum
23.	Dishwashing liquid 750ml	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 825:2020 and/or any other relevant SANS	Each
24.	Dishwashing liquid 5 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 825:2020 and/or any other relevant SANS	Each
25.	Dishwashing liquid 25 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 825:2020 and/or any other relevant SANS	Drum
26.	Polish furniture (spray) 300ml	Quantities / Unit of measure will be determined as per demand	N/A	Can
28.	Polish floor liquid 5 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 15:2008 and/or any other relevant SANS	Each
29.	Polish floor liquid 5 litre (non-slip)	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 15:2008 and/or any other relevant SANS	Drum
30.	Polish wax floor light 5 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 13:2008 and/or any other relevant SANS	Each
31.	Polish wax floor light 20 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 13:2008 and/or any other relevant SANS	Drum
32.	Polish stoep (red) 20 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 13:2008 and/or any other relevant SANS	Drum
33.	Polish metal 200ml	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1579:2007 and/or any other relevant SANS	Can

34.	Stripper floor heavy duty 25 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1224:2017 and/or any other relevant SANS	Drum
35.	Powder scouring 500 gram	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1923:2018 and/or any other relevant SANS	Each
36.	Powder scouring 12.5kg	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1923:2018 and/or any other relevant SANS	Each
37.	Bar Body Soap (white) 100 gram	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 237:2008 and/or any other relevant SANS	Each
38.	Bar Soap laundry 500g (green)	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 235:2018 and/or any other relevant SANS	Each
39.	Bar Soap laundry 1kg (green)	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 235:2018 and/or any other relevant SANS	Each
40.	Soap liquid chlorhexidine (antibacterial) 25 litre	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 1597:2011 and/or any other relevant SANS	Drum
41.	Soap powder hand washing 1kg	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 650:2018 and/or any other relevant SANS	Each
42.	Soap powder hand washing 2kg	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 650:2018 and/or any other relevant SANS	Each
43.	Soap powder automated washing 3kg	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 651:2020 and/or any other relevant SANS	Each
44.	Soap powder automated washing high foam 12.5kg	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 651:2020 and/or any other relevant SANS	Each
45.	Hand cream (Camphor) 500g	Quantities / Unit of measure will be determined as per demand	N/A	Each
46.	Spirits methylated 750ml	Quantities / Unit of measure will be determined as per demand	N/A	Each

47.	Spirits methylated 5 litre	Quantities / Unit of measure will be determined as per demand	N/A	Each
48.	Spray insect crawling 300ml	Quantities / Unit of measure will be determined as per demand	Latest version of SANS 899:2013 and/or any other relevant SANS	Can
49.	Window cleaner 750ml	Quantities / Unit of measure will be determined as per demand	N/A	Each
50	Fabric softer 5 litre	Quantities / Unit of measure will be determined as per demand	N/A	Each
	CATEGORY B			
1.	Bags refuse heavy duty 30 microns (pack of 20's)	Quantities / Unit of measure will be determined as per demand		Pack
2.	Bags white pedal bin (pack of 20's)	Quantities / Unit of measure will be determined as per demand		Pack
3.	Bin refuse drum black plastic (85-90L) with lid complete	Quantities / Unit of measure will be determined as per demand		Each
4.	Bucket galvanised 20 litre	Quantities / Unit of measure will be determined as per demand		Each
5.	Bucket plastic heavy duty masonar 10 litre	Quantities / Unit of measure will be determined as per demand		Each
6.	Broom soft complete with metal stay 300mm	Quantities / Unit of measure will be determined as per demand		Each
7.	Broom bass rapid 380x97x4mm	Quantities / Unit of measure will be determined as per demand		Each
8.	Broom gutters 375mm	Quantities / Unit of measure will be determined as per demand		Each
9.	Broom pavement 460mm	Quantities / Unit of measure will be determined as per demand		Each

		demand		
10.	Broom platform soft fibre 610mm	Quantities / Unit of measure will be determined as per demand		Each
11.	Broom platform Janitorial soft 300mm	Quantities / Unit of measure will be determined as per demand		Each
12.	Mop short hair domestic 400 gram	Quantities / Unit of measure will be determined as per demand		Each
13.	Mop heavy duty long hair	Quantities / Unit of measure will be determined as per demand		Each
14.	Duster feather short handle 1m	Quantities / Unit of measure will be determined as per demand		Each
15.	Duster feather long handle 2m	Quantities / Unit of measure will be determined as per demand		Each
16.	Squeegee all metal 610mm	Quantities / Unit of measure will be determined as per demand		Each
17.	Brush bannister	Quantities / Unit of measure will be determined as per demand		Each
18.	Brush deck scrubbing 230mm (Academy)	Quantities / Unit of measure will be determined as per demand		Each
19.	Brush floor (horse body)	Quantities / Unit of measure will be determined as per demand		Each
20.	Brush floor scrubbing 225mm fibre	Quantities / Unit of measure will be determined as per demand		Each
21.	Brush scrubbing 280mm	Quantities / Unit of measure will be determined as per demand		Each
22.	Brush toilet with wooden handle, with brush holder	Quantities / Unit of measure will be determined as per		Each

		demand		
23.	Brush with dust-pan plastic	Quantities / Unit of measure will be determined as per demand		Each
24.	Dish cloths dry large	Quantities / Unit of measure will be determined as per demand		Each
25.	Dish cloths swabs small	Quantities / Unit of measure will be determined as per demand		Each
26.	Cloth mutton roll 400g	Quantities / Unit of measure will be determined as per demand		Each
27.	Duster cotton yellow	Quantities / Unit of measure will be determined as per demand		Each
28.	Swabs cotton wool 500g	Quantities / Unit of measure will be determined as per demand		Each
29.	Rag towelling vesting coloured (5kg)	Quantities / Unit of measure will be determined as per demand		Pack
30.	Waste cotton white 1kg	Quantities / Unit of measure will be determined as per demand		Each
40.	Scourer pot double tie	Quantities / Unit of measure will be determined as per demand		Each
41.	Steel wool roll 500 gram	Quantities / Unit of measure will be determined as per demand		Each
42.	Micro fibre cloths 40x40 (Green, Red, Blue, Yellow, White)	Quantities / Unit of measure will be determined as per demand		Each
43.	Bucket plastic heavy duty 20 litre (Green, Red, Blue)	Quantities / Unit of measure will be determined as per demand		Each

SPECIAL TERMS AND CONDITIONS

APPOINTMENT OF A PANEL OF SERVICE PROVIDER(S) FOR SUPPLY, DELIVERY AND OFF-LOADING OF STORE ITEMS (STATIONERY AND CLEANING MATERIALS) FOR A PERIOD OF THREE (03) YEARS

INTRODUCTION

- (a) Tenderers must ensure that they are fully aware of all the Terms and Conditions contained in this bid document.**
- (b) Registration on the Panel of Suppliers via this invitation is a prerequisite for participation in any procurement activities that may result from this bid.**

1. ACCEPTANCE OF BID

1.1. The Department of Agriculture and Rural Development Bid Adjudication Committee is under no obligation to accept any bid.

2. AMENDMENT OF CONTRACT

2.1. Any amendment to or renunciation of the provisions of the contract shall always be done in writing and shall be signed by both parties, subject to the Department of Agriculture and Rural Development Bid Adjudication Committee approval.

3. AWARD

3.1. The awarding of this bid is not dependent on the factors of prices and specific goals points as the bid is for an appointment of a panel.

3.2. Bidders who meet the administration compliance shall be scored on functionality and only bidders with a minimum set score shall be placed on the panel.

3.3. Bidders are requested to select **ONLY ONE (1)** district of their choice in **Annexure B**. Bidders who select more than one (1) district in **Annexure B** will be **disqualified**.

4. AMENDMENT OF THE PANEL

4.1. No amendment will be done to the panel throughout the duration of the contract.

5. BASIS AND QUANTITIES

5.1. Quantities/Size dimensions (unit of measure) are not reflected on the bid as they will only be determined and reflected during the quotation stage.

6. CERTIFICATE OF COMPLIANCE

6.1. Where applicable, it is mandatory for service providers to provide the compliance certificate(s) e.g. SABS, COC etc.

7. CHANGE OF ADDRESS

7.1. Bidders must advise the Department of Agriculture and Rural Development Supply Chain Management, Contract Administration should their ownership or address (*domicilium citandiet executandi*) details change from the time of bidding to the expiry of the contract.

8. DETAILS OF RELATED CONTRACTS AWARDED TO THE BIDDER (PAST/CURRENT) (ANNEXURE C)

8.1. The bidder must furnish the business profile clearly articulating involvement and experience in the fencing category with specific reference to the agricultural production inputs within the Province with traceable references.

9. DELIVERY AND PACKAGING

9.1. Basis of delivery: Delivery of goods shall be made as directed by the Department as per packaging requirement listed on price schedule.

9.2. All deliveries must take place from Monday to Friday between 08h00 and 15h00.

9.3. In emergency cases, the Department of Agriculture and Rural Development reserves the right to request the successful bidder/s to effect deliveries at any given time including Saturdays, Sundays and public holidays.

9.4. The delivery performance of a contractor will be closely monitored, and any subsequent orders will only be issued to the contractor that has proved to be competent with their delivery performance.

9.5. It is the contractor's responsibility to offload the delivery vehicle.

9.6. Every order shall be accompanied by a delivery note.

9.7. Where applicable, the following information must appear on the outer packaging:

- (a) Description of item
- (b) Unit of measure
- (c) Registration number of the product (Label)
- (d) Not for sale Government Property (Label)

10. ENTERING OF DEPARTMENTAL OFFICES

10.1. No representative from a company shall be permitted to enter Departmental premises, buildings, or containers where inventory is kept unless he/ she is accompanied by the responsible official in charge of inventory.

11. INVOICES

11.1. All invoices submitted by the Service Provider must be Tax Invoices indicating quantity ordered and quantity delivered, the amount of tax charged and the total invoice amount.

11.2. A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address, and registration number of the supplier.
- (b) The name and address of the recipient.
- (c) An individual serialized number and the date upon which the tax invoice is issued.
- (d) A description of the goods or services supplied.
- (e) The quantity or volume of the goods or services supplied
- (f) The value of the supply, the amount of tax charged and the consideration for the supply; or
- (g) Where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

12. IRREGULARITIES

12.1. Companies are encouraged to advise the Department of Agriculture and Rural Development timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

13. JOINT VENTURES

- 13.1. In terms of the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act 5 of 2000, a trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.
- 13.2. Should this bid be submitted by a joint venture, the joint venture agreement must accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 13.3. The non-submission of a B-BBEE Certificate by a trust, consortium or joint venture will result in zero (0) preference points being allocated for evaluation purposes.
- 13.4. Each party to a Joint Venture/ Consortium must submit an original valid Tax Clearance.
- 13.5. Certificate together with the bid before the closing date and time of bid.
- 13.6. The joint venture or consortium must submit a formal agreement that outlines the roles and responsibilities of each member of the joint venture or consortium, nomination of an authorised person to represent the joint venture or consortium in all matters relating to this bid and the details of the bank account for payments to be affected.
- 13.7. The joint venture or consortium must comply with Central Suppliers Database (CSD) registration requirements as per National Treasury directive.

14. LATE BIDS

- 14.1. Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 14.2. A late bid shall not be considered and, where practical, shall be returned unopened to the Bidder, accompanied by an explanation.

15. MARKET ANALYSIS AND NEGOTIATION

- 15.1. The Department reserves the right to ascertain the reasonableness of prices submitted by the bidder by comparing market related prices for various goods.
- 15.2. The prices submitted by service providers may be compared to market prices. If the Department is of the view that the prices submitted by service providers are unreasonable then the Department will negotiate further with the bidder.

16. NOTIFICATION OF AWARD OF BID

- 16.1. Successful tenderers who have qualified for the different panels will be notified via an advert in the same platform as the invitation.

17. PAYMENT FOR SUPPLIES AND SERVICES

- 17.1. A contractor shall be paid by the Department in accordance with supplies delivered and services rendered.
- 17.2. Should a contractor indicate a special discount on his/her account provided payment is made within a certain time, the Department shall make every effort to take advantage of such discount.
- 17.3. Any query concerning the non-payment of accounts must be directed to the Department. The following protocol will apply if accounts are queried:
- 17.4. Contact must be made with the officer-in-charge of the Office.
- 17.5. If there is no response from the section Director Office, the Director: Finance must be contacted;
- 17.6. Information as contained on the Central Suppliers Database must be valid/ correct. Non-compliance with Tax Requirements will affect payment.

18. PERIOD OF CONTRACT

- 18.1. This is a three (3) year contract.

19. PROCUREMENT FROM THE PANEL

20.

NB# Service providers to note that being in the panel does not guarantee allocation of work as service providers in the panel will compete on price and specific goals points.

20.1. Allocation of work for service providers in the panel

- 20.1.1. The approach that shall be adopted by the DARD when procuring and appointing from the panel shall be as follows:
- 20.1.2. Service providers will be required to supply, deliver, offload Supply and Deliver Stationery and Cleaning materials.
- 20.1.3. Requirements shall be determined per section/ District .
- 20.1.4. Specifications and request for quotation documents shall be prepared
- 20.1.5. The department will therefore, for each quotation invite from the panel where service providers showed interest.
- 20.1.6. If applicable, suppliers briefing will be conducted.
- 20.1.7. Evaluation and awarding shall be done accordingly
- 20.1.8. Purchase order will be issued (If applicable)
- 20.1.9. The Department reserves the right to ascertain the reasonableness of prices submitted by the bidder by comparing market related prices for various goods which will be required in terms of these terms of reference.

21. QUALITY CONTROL/ TESTING OF PRODUCTS

21.1. The Department reserves the right to accept or reject delivered items, if any of the item's requirements is found not in accordance with the specification. The Service Provider will be required to rectify on his/her own cost.

21.2. Failure to comply with 20.1 will result in the following:

- (i) Possible cancellation of the contract with the Service Provider.
- (ii) Reporting such negligence by the Service Provider to the provincial and national treasury for listing on the restricted suppliers' database.

22. SPECIAL CONDITIONS OF CONTRACT

22.1. The bid is issued in accordance with the provisions of the Public Finance Management Act (PFMA), Chapter 16 A of the Treasury Regulations and shall be subject to the provisions of the General Conditions of Contract. The special terms and conditions are supplementary to that of the General Conditions of Contract. Where, however, the special terms and conditions are in conflict with the General Conditions of Contract, the Special Terms and Conditions shall prevail.

23. SUPPLIERS DATABASE REGISTRATION

23.1. A bidder submitting an offer must be registered on the Central Suppliers Database at National Treasury. A bidder who has submitted an offer and is not registered on the Central Suppliers Database shall not be considered at the time of award. No pending registrations shall be considered.

23.2. A Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

NB: IF A BIDDER IS FOUND TO BE EMPLOYED BY THE STATE AND IS ON THE CENTRAL SUPPLIERS DATABASE, THE BIDDER SHALL BE DISQUALIFIED.

24. TAX AND DUTIES

24.1. During quotation stage, prices offered and paid must include all customs, excise and import duties, and any other tariffs or taxes levied by the government or statutory body having jurisdiction on the goods provided under this contract, including Value Added Tax (applicable at the current rate).

25. TAX COMPLIANCE PIN

25.1. The bidder must submit a valid Tax Compliance Pin with the bid. Bidders should note that their tax compliance status shall be verified through the Central Supplier Database and SARS.

25.2. Where a Tax Compliance Pin is not submitted with the bid, the Department shall use the Central Supplier Database to verify the tax matters of the bidder.

26. UNSATISFACTORY PERFORMANCE

26.1. Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.

- (i) The Departmental official shall warn the Service Provider in writing that action shall be taken in accordance with the contract conditions unless the Service Provider complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the Service Provider does not perform satisfactorily despite the warning, the official shall:
 - (a) Take action in terms of its delegated powers; and
 - (b) Make a recommendation to the Accounting Officer for cancellation of the contract concerned.
 - (c) When correspondence is addressed to the Service Provider, reference shall be made to the contract number/item number/s and an explanation of the complaint.

27. VALIDITY PERIOD OF BID AND EXTENSION THEREOF

27.1. The validity (binding) period for the bid shall be 120 days from close of bid. However, circumstances may arise whereby the Department may request bidders to extend the validity (binding) period.

27.2. Should this occur, the Department shall request bidders to extend the validity (binding) period under the same terms and conditions as originally offered for by bidders. This request shall be done before the expiry of the original validity (binding) period.

28. VALUE ADDED TAX (VAT)

28.1. Bid prices must be inclusive of 15% VAT.

28.2. Bidders who make taxable supplies in excess of R1 million in any 12-month consecutive period are liable for compulsory VAT registration, but a person may also choose to register voluntarily provided that the minimum threshold of R50 000 (as of 1 March 2010) has been exceeded in the past 12-month period. Bidders who meet the above requirement must register as VAT vendors, if successful, within one month of award of the bid.

28.3. For the purposes of calculating preference points, VAT shall not be considered during quotation process.

ANNEXURE B

SELECT ONLY ONE (1) DISTRICT IN THE TABLE BELOW

DISTRICT	TICK NEXT TO PREFERRED DISTRICTS (<u>ONLY ONE (1)</u>) Bidders who select <u>more than one (1)</u> district will be disqualified
uMgungundlovu District	
uThukela District	
Zululand District	
Harry Gwala District	
Ugu District	
iLembe District	
Ethekwini District	
Amajuba District	
uMzinyathi District	
uMkhanyakude District	
King Cetshwayo District	

PART D

BID DISQUALIFYING FACTORS

1. All bids received shall be evaluated on the following phases of evaluation:

- a) Stage one : Administrative Compliance
- b) Stage two : Functionality Criteria

2. Compulsory administrative compliance:

- a) Bids must meet the Special Terms and Conditions in all aspects as stipulated in the bid document.
- b) Annexure C (Bidders past experience) must be completed and signed by the bidder.
- c) All information required in the bid document must be accurate and duly completed including all the appropriate signatures.
- d) Use of correction fluid is prohibited.
- e) Any alterations must be initialled.
- f) Under no circumstances may bid forms be retyped or redrafted.
- g) Central Suppliers Database registration number.

3. Compulsory Documents, must be submitted with a bid:

- a) An original or certified copy of the Resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid and the content of the Resolution letter attached must relate to this specific bid. where applicable, as per Section J: Authority to sign the bid.
- b) An original or certified copy of a valid BBBEE certificate or valid sworn affidavit (to verify ownership for specific goals).

4. Functionality Evaluation Criteria

- a) The bid documents will be evaluated individually on score sheets, by a Representative evaluation panel, according to the evaluation criteria below. (Experience, Resources, Locality)
- a) All service providers who score less than minimum functionality score of 80 points will not be considered into the next stage.
- b) The evaluation criteria are as in Table 1 below:

TABLE 1

NO	EVALUATION MATRIX	DESCRIPTION	POINTS	MEANS OF VERIFICATION
1.	Experience	<p>Previous experience of a bidder to supply and delivery stationery and cleaning materials to the value above R100 000.00.</p> <p><u>Stationery minimum of two</u> Proof of Purchase order / Appointment letter</p> <p>And</p> <p><u>Cleaning minimum of two</u> Proof of Purchase order / Appointment letter</p> <p>Each project completed will be allocated 10 points.</p>	50	<p>Proof of Purchase order / Appointment letter.</p> <p style="text-align: center;">&</p> <p>Completion certificates / Reference letter / proof of payment for those projects submitted</p> <p>For each project attached as experience must all appear on Annexure C.</p> <p style="color: red;">(NB: To obtain the maximum of 10 points per project, the bidder should submit the combination of the above documents)</p>
2.	Resources	<p>Financial Capacity</p> <ul style="list-style-type: none"> • Evidence of credit facility of a minimum of R500 000 or more with manufactures to support that the entity is credit worth and can service its creditors. • Proof of Financial capacity with registered Financial Services Board (FSB) of at least R500 000 or more. <p>Transportation / Fleet</p> <p>Proof of ownership/lease agreement for vehicle(s)</p>	20	<p>Evidence of credit facility with manufacturer/supplier and/or Registered Financial Institution Or Evidence of access to any legal funding instrument</p>
			10	<p>For Company owned vehicle/s: Certified copy of Disc/ logbooks</p> <p style="text-align: center;">Or</p> <p>For leased vehicle/s: Lease agreement and Certified copy</p>

				of Disc/logbooks from a lessee's name (Fleet to include at least One (1) of the following fleet to score the maximum point): <ul style="list-style-type: none"> • Bakkies • Trucks
3.	Locality	Proof of Physical address <ul style="list-style-type: none"> • Office of Bidder outside borders of KZN = 05 pts • Office of Bidder within borders of KZN = 20 pts 	20	Lease agreement; Municipal Utility Bill; or Copy of Bank Statement (first page only) with address
* NB : Compulsory – if service provider meets the Minimum Functionality Threshold, but fails to score a minimum of 40 points (20 stationery and 20 cleaning material) in Experience and maximum points on Financial capacity, the bidder will be disqualified		TOTAL	100	
		Minimum Points	80	

NB. The Department reserves the right to verify all information submitted.

Non-compliance with the above shall result in elimination from further evaluation.

Where copies of original documentation are submitted, those copies must be certified and must not be copies of certified copies.

Original certification should not be older than six (6) months.

ANNEXURE C

Previous/Current Supplies Delivered (*Documents and/or an extended list may be attached for further details*)

	Client Name	Nature of Supplies	Contract Value	Period of Contract	Contact (Work / Cell Number)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL VALUE					

Signed on behalf of bidder:	Date:
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