



BID NOTICE

STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM 83/24: SUPPLY AND DELIVERY OF STATIONERY FOR A CONTRACT PERIOD ENDING 30 JUNE 2025

TENDER NUMBER: **B/SM 83/24**
DESCRIPTION: **SUPPLY AND DELIVERY OF STATIONERY FOR A CONTRACT PERIOD ENDING 30 JUNE 2025**
CLOSING DATE: **13 MAY 2024**
CLOSING TIME: **12h00: Bids will be opened in the Council Chambers or Supply Chain Management Boardroom.**

INFORMATION:

Tender Specifications: Haydn Craig Anyster at 021 808 8629
E-mail: Haydn.Anyster@stellenbosch.gov.za
SCM Requirements: Renae Bergstedt at 021 808 8588
E-mail: Renae.Bergstedt@stellenbosch.gov.za

Office hours for collection: **08h00-15h30**
Location: Stellenbosch Municipality
Plein Street
Stellenbosch
7599

Tenders may only be submitted on the Tender document issued by Stellenbosch Municipality and must be valid for **180 days** after tender closing. Late, electronic format, telephonic or faxed Tenders will not be considered, and Stellenbosch Municipality does not bind itself to accept the lowest bid or any of the tenders that has been submitted.

Sealed Tenders, with “**B/SM 83/24 – SUPPLY AND DELIVERY OF STATIONERY FOR A CONTRACT PERIOD ENDING 30 JUNE 2025**” clearly endorsed on the envelope, must be deposited in the Tender box at the offices of the Stellenbosch Municipality, Town House Complex, Plein Street, Stellenbosch. The Tender box is accessible 24 hours a day and Tenders must be accompanied by the completed Tender documents. Tenders not accompanied by a complete Tender document, will not be considered.

NOTE: This tender will be evaluated in terms of the General Conditions of Contract, Supply Chain Management Policy and relevant specification as depicted in the document and also the Stellenbosch Preferential Procurement Policy effective from 16 January 2023 in accordance with the Preferential Procurement Regulations that was promulgated by the Minister of Finance on 04 November 2022 in Government Gazette No 47452

The preferential points system applied is as follows:80/20 in terms of the approved policy.

Price	80
B-BBEE status level of contribution	10
Locality	<u>10</u>
Total points for Price, B-BBEE and locality	100

The following conditions to Tender exist (failure to comply may result in your Tender being disqualified):

1. This Tender is subject to the general conditions of contract (GCC) and special conditions for Tendering.
2. Relevant terms of reference.
3. Tenderers must be registered on the Central supplier database (CSD) if they wish to conduct business with the municipality.
4. No award will be made to tenderers whose tax status is non-compliant.
5. Tenders submitted must be in a sealed envelope clearly marked with the Tender number, placed in the tender box before closing time. Failure will result in the tender being invalid.

*Tender documents, in English, are available free of charge on the website: www.stellenbosch.gov.za. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Stellenbosch Municipality, Town House Complex, 1st Floor, Plein Street, Stellenbosch, upon payment of a non-refundable fee of **R336.00** per document.*

Note: The municipality will never contact you to pay money in exchange for the award of a tender.

G Mettler (Ms)
MUNICIPAL MANAGER



TENDER KENNISGEWING

STELLENBOSCH MUNISIPALITEIT NOOI U UIT OM TE TENDER VIR DIE VOLGENDE TENDER: **B/SM 83/24: DIE VERSKAFFING EN AFLEWERING VAN SKRYFBEHOEFTE VIR N KONTRAK PERIODE TOT 30 JUNIE 2025**

TENDER NOMMER: **B/SM 83/24**
BESKRYWING: **DIE VERSKAFFING EN AFLEWERING VAN SKRYFBEHOEFTE VIR N KONTRAK PERIODE TOT 30 JUNIE 2025**

SLUITINGSDATUM: **13 MEI 2024**
TYD VAN SLUITING: 12h00. Tenders sal oopgemaak word in die Raadsaal of in die Voorsieningskanaalbestuurs Raadsaal.

NAVRAE:

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Kantoor Ure: 08h00-15h30
Ligging: Stellenbosch Munisipaliteit
Pleinstraat
Stellenbosch
7599

Tenders mag slegs ingedien word op die tenderdokumentasie verskaf deur Stellenbosch Munisipaliteit en moet geldig wees vir 180.dae na die sluitingsdatum. Laat, elektroniese formaat of gefakse tenders sal nie aanvaar word nie en Stellenbosch Munisipaliteit is nie verplig om die laagste of enige tender wat ingedien word te aanvaar nie.

Verseëde tenders duidelik gemerk: **"B/SM 83/24: DIE VERSKAFFING EN AFLEWERING VAN SKRYFBEHOEFTE VIR N KONTRAK PERIODE TOT 30 JUNIE 2024,"** op die koevert, moet geplaas word in tenderbus buite die kantore van Stellenbosch Munisipaliteit, Meenthuis Kompleks, Stellenbosch. Die tenderbus is 24 uur per dag beskikbaar en tenders moet vergesel word met die voltooidde stel tenderdokumente. Tenderaanbiedeinge wat nie deur die volledige tenderdokument vergesel word nie, sal nie oorweeg word nie.

LET WEL: Hierdie tender sal geëvalueer word ingevolge die Algemene Kontrakvoorwaardes, Voorsieningskanaal Bestuursbeleid and relevante spesifikasies, soos vervat in die tender dokument asook die Stellenbosch Voorkeurverkrygingsbeleid effektief vanaf 16 Januarie 2023 in samewerking met die Voorkeurverkrygingsregulasies wat op 04 November 2022 deur die Minister van Finansies in Staatskoerant No 47452 afgekondig is.

Die voorkeerpunte stelsel is soos volg gebaseer: 80/20 in terme van die goedgekeurde beleid:

Prys	80
BBSEB status	10
Ligging	10
Totale punte vir prys, B-BSEB en ligging	100

Die volgende voorwaardes vir Tender soos volg: (versuim om te voldoen, kan veroorsaak dat u Tender gediskwalifiseer word):

1. Hierdie tender is onderworpe aan die algemene kontrakvoorwaardes (GCC) en spesiale voorwaardes vir die tender;
2. Toepaslike opdrag
3. Tenderaars moet geregistreer wees op Sentrale verskaffersdatabasis (SVD) as hulle met die munisipaliteit sake wil doen
4. Geen toekenning sal gemaak word aan diensverskaffers wie se Belasting status ongeldig is.
5. Die tender wat ingedien moet word, moet in 'n verseëde koevert wees wat duidelik gemerk is met die Tendernommer, wat in die tenderbus voor sluitingstyd geplaas word. Versuim sal tot gevolg hê dat die tender ongeldig is.

*Tenderdokumente, in Engels, is verkrygbaar by die kantoor van die Voorsieningskanaalbestuurseenheid, Stellenbosch Munisipaliteit, Meenthuis Kompleks, 1ste Vloer, Pleinstraat, Stellenbosch na betaling van 'n nie-terugbetaalde tenderdeelnamefooi van **R 366.00 per dokument**. Alternatiewelik mag die dokument gratis afgelaai word vanaf die webblad www.stellenbosch.gov.za.*

Let wel: Die munisipaliteit sal jou nooit kontak om geld te betaal in ruil vir die toekenning van 'n tender nie.

G Mettler (Me)
MUNISIPALE BESTUURDER



TENDER NO.: B/SM 83/24
SUPPLY AND DELIVERY OF STATIONERY FOR A CONTRACT PERIOD ENDING 30
JUNE 2025

PROCUREMENT DOCUMENT

NAME OF TENDERER:			
Total Bid Price (Inclusive of VAT) (refer to page 95 OF 96):			
BBBEE LEVEL			
CLAIM POINTS FOR	LOCALITY	YES	NO

APRIL 2024

PREPARED AND ISSUED BY:

Directorate: Finance:
Supply Chain Management Unit
Stellenbosch Municipality,
PO Box 17, Stellenbosch, 7599

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Haydn Craig Anyster
**SCM Professional: Demand
Management**

Tel. Number: **021 808 8629**



1. TENDER NOTICE & INVITATION TO TENDER

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G Mettler (Me)
MUNISIPALE BESTUURDER



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PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	B/SM 83/24	CLOSING DATE:	13 MEI 2024	CLOSING TIME:	12H00
DESCRIPTION	SUPPLY AND DELIVERY OF STATIONERY FOR A CONTRACT PERIOD ENDING 30 JUNE 2025				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT **STELLENBOSCH MUNICIPALITY, TOWN HOUSE COMPLEX, PLEIN STREET, STELLENBOSCH**

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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<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]

1. 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]	2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
3. TOTAL NUMBER OF ITEMS OFFERED		4. TOTAL BID PRICE	R
5. SIGNATURE OF BIDDER	6. DATE	
7. CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	Haydn Craig Anyster
CONTACT PERSON	Renae Bergstedt	TELEPHONE NUMBER	021 808 8629
TELEPHONE NUMBER	021 808 8588	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	Haydn.Anyster@stellenbosch.gov.za
E-MAIL ADDRESS	Renae.Bergstedt@stellenbosch.gov.za		



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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE STELLENBOSCH SUPPLY CHAIN MANAGEMENT POLICY, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES 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 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....



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PART A – ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY



2. CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE TENDER DOCUMENT:

Authority to Sign a Bid - Is the form duly completed and is a certified copy of the resolution attached?	Yes		No	
MBD 4 (Declaration of Interest) - Is the form duly completed and signed?	Yes		No	
MBD 6.1 (Preference Points claim form for purchases/services) - Is the form duly completed and signed? Is a copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit attached? (NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)	Yes		No	
MBD 8 (Declaration of Past Supply Chain Practices) - Is the form duly completed and signed?	Yes		No	
MBD 9 (Certificate of Independent Bid Determination) - Is the form duly completed and signed?	Yes		No	
MBD 10 (Certificate of Payment of Municipal Accounts) - Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested? (NB! MUNICIPAL ACCOUNTS WILL BE VERIFIED AND USED AS BASIS FOR PREFERENCE POINTS SCORING IN TERMS OF THE STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY. THE BUSINESS ADDRESS WILL BE THE BASIS FOR AWARDED POINTS FOR LOCALITY)	Yes		No	
Pricing Schedule - Is the form duly completed and signed?	Yes		No	
Declaration by Tenderer - Is the form duly completed and signed?	Yes		No	



3. AUTHORITY TO SIGN A BID

1. SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

1.1. I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

1.2. I, _____, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

2. COMPANIES AND CLOSE CORPORATIONS

2.1. **If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors**, duly signed, authorising 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**, that is, before the closing time and date of the bid

2.2. In the case of a **CLOSE CORPORATION (CC)** submitting a bid, **a resolution by its members**, authorizing a member or other official of the corporation to sign the documents on their behalf, **shall be included with the bid**.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

Is a CERTIFIED COPY of the resolution attached?	YES		NO	
--	------------	--	-----------	--

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

3. PARTNERSHIP



We, the undersigned partners in the business trading as _____ hereby authorize Mr/Ms _____ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and /or contract for and on behalf of the abovementioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

4. CONSORTIUM

We, the undersigned consortium partners, hereby authorize _____ _____ (Name of entity) to act as lead consortium partner and further authorize Mr./Ms. _____ To sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member:

Full Name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF PARTNERSHIP:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



4. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This returnable schedule is to be completed by JOINT VENTURES

We, the undersigned, are submitting this tender offer in joint venture and hereby authorize Mr./Ms. _____

 authorized signatory of the Company/Close Corporation/Partnership (name) _____
 _____, acting in the capacity of lead partner, to sign
 all documents in connection with the tender offer and any contract resulting from it on our behalf.

(i) Name of firm (Lead partner)			
Address			
		Tel. No.	
Signature		Designation	

(ii) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

(iii) Name of firm			
Address:			
		Tel. No.	
Signature		Designation	

(iv) Name of firm			
Address			
		Tel. No.	
Signature		Designation	

NOTE: A copy of the Joint Venture Agreement showing clearly the percentage contribution of each partner to the Joint Venture, shall be appended to this Schedule.



5. GENERAL CONDITIONS OF CONTRACT – GOVERNMENT PROCUREMENT

1. 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 any thing 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.
- 1.13. 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.
- 1.14. "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.
- 1.15. "GCC" means the General Conditions of Contract.
- 1.16. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.17. "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.
- 1.18. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.



- 1.19. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.20. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.21. "Project site" where applicable, means the place indicated in bidding documents.
- 1.22. "Purchaser" means the organization purchasing the goods.
- 1.23. "Republic" means the Republic of South Africa.
- 1.24. "SCC" means the Special Conditions of Contract.
- 1.25. "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.
- 1.26. "Supplier" means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.27. "Tort" means in breach of contract.
- 1.28. "Turnkey" means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.29. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1. 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.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1. 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.
- 3.2. Invitations to bid are usually published in locally distributed news media and on the municipality / municipal entity website.

4. Standards

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

5. Use of contract documents and information; inspection.

- 5.1. 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 as far as may be necessary for purposes of such performance.
- 5.2. 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.
- 5.3. 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.



5.4. 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.

6. 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.

6.2. When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

7. Performance security

7.1. 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.

7.2. 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.

7.3. 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:

7.3.1. 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

7.3.2. a cashier's or certified cheque

7.4. 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.

8. Inspections, tests and analyses

8.1. All pre-bidding testing will be for the account of the bidder. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspections tests and analysis, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

8.2. 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.

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

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

8.5. 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.



8.6. Any contract goods 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 goods 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 goods which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.7. 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 22 of GCC.

9. Packing

9.1. 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.

9.2. 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, and in any subsequent instructions ordered by the purchaser.

10. Delivery

Delivery of the goods shall be made by the supplier in accordance with the documents and terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified.

11. Insurance

The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

12. Transportation

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

13. Incidental

13.1. The supplier may be required to provide any or all of the following services, including additional services, if any:

13.1.1. performance or supervision of on-site assembly and/or commissioning of the supplied goods;

13.1.2. furnishing of tools required for assembly and/or maintenance of the supplied goods;

13.1.3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

13.1.4. 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

13.1.5. 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.

13.2. 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.



14. Spare parts

14.1. As specified, 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:

14.1.1. 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;

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

14.1.2.1. advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

14.1.2.2. following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1. 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.

15.2. 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.

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

15.4. 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.

15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified, 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.

16. Payment

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

16.2. 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.

16.3. Payments shall be made by the purchaser **no later than thirty (30) days** after submission of an **invoice, statement** or claim by the supplier.

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

17. Prices

Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

18. Variation orders

In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. In cases of measurable quantities, the contractor may be approached to reduce the unit price and such offers, may be accepted provided that there is no escalation in price.



19. Assignment

The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract, 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.

21. Delays in the supplier's performance

21.1. 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.

21.2. 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.

21.3. 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.

21.4. 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 22 without the application of penalties.

21.5. 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.

22. Penalties

Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1. 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:

23.1.1. 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;

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

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



- 23.2. 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 those similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. 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.
- 23.4. 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 supplier as having no objection and proceed with the restriction.
- 23.5. Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, 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 purchaser actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- 23.6.1. the name and address of the supplier and / or person restricted by the purchaser;
 - 23.6.2. the date of commencement of the restriction
 - 23.6.3. the period of restriction; and
 - 23.6.4. the reasons for the restriction.
- These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.
- 23.7. 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.

24. Anti-dumping and countervailing duties and rights

When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1. 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.



25.2. 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.

26. Termination for insolvency

The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1. 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.

27.2. 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.

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

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

27.4.1. the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

27.4.2. the purchaser shall pay the supplier any monies due for goods delivered and / or services rendered according to the prescripts of the contract.

28. Limitation of liability

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

28.1.1. 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

28.1.2. 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

29. Governing language

The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

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

31. Notices

31.1. 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

31.2. 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.



32. Taxes and duties

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 32.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

33. Transfer of contracts

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

34. Amendment of contracts

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

35. Prohibition of restrictive practices.

- 35.1. 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.
- 35.2. 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 section 59 of the Competition Act No 89 Of 1998.
- 35.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2010)



6. GENERAL CONDITIONS OF TENDER

1. Sealed tenders, with the “**Tender Number and Title**” clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch.
2. The tender must be lodged by the Tenderer in the tender box in the Main Hall Entrance, Stellenbosch Municipal Offices, Plein Street, Stellenbosch

PLEASE NOTE:

- 2.1. Tenders that are deposited in the incorrect box will not be considered.
 - 2.2. Mailed, telegraphic or faxed tenders will not be accepted.
 - 2.3. Documents may only be completed in non-erasable ink.
 - 2.4. The use of correction fluid/tape is not allowed.
 - 2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
 - 2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
 - 2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
3. **Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder’s responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. The municipality will deem the price above R 1 000 000,00 (R1 million) to be VAT inclusive even if it is indicated that no VAT is charged. Please insure that provision is made for VAT in these instances.**
 - 3.1 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
 - 3.2 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Stellenbosch Municipality is **4700102181**.
 4. Any Tender received after the appointed time for the closing of Tenders shall not be considered but shall be filed unopened with the other Tenders received or may be returned to the Tenderer at his request.
 5. Tenders may not be telefaxed to the Municipality and therefore any tenders received by fax will **not** be considered.
 6. Tenders shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.
 7. The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; **ALTERNATIVELY**;
 - 7.1 That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
 - 7.2 The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.



8. Negotiations for a fair market related price

8.1 The award of the tender may be subject to price negotiation with the preferred tenderers.

9. This bid will be evaluated and adjudicated according to the following criteria:

- a. Relevant specifications
- b. Value for money
- c. Capability to execute the contract
- d. PPPFA & associated regulations

10. Service Level Agreement:

The award of the tender is subject to the signing of a Service Level Agreement (SLA) between the successful bidder and Stellenbosch Municipality.

11. Centralised Supplier Database:

No Bids will be awarded to a bidder who is not registered on the Centralised Supplier Database (CSD).

The CSD supplier number starting with (MAAA) number is automatically generated by the Central Database System after successful registration and validation of a prospective service provider. This number is now a mandatory requirement, as referred to in regulation 14(1) (b) of the Municipal Supply Chain Management Regulations, as part of the listing criteria for accrediting a prospective service provider. Prospective suppliers should self – register on the CSD website at www.csd.gov.za Registration on the CSD will be compulsory in order to conduct business with the STELLENBOSCH MUNICIPALITY. Registration on CSD can be done by contacting 021 808 8594 or Nicolene.Hamilton@stellenbosch.gov.za

Centralised Supplier Database No. MAAA.....



7. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid:

3.1.	Full Name of bidder or his or her representative										
3.2.	Identity Number										
3.3.	Position occupied in the Company (director, shareholder ² etc.)										
3.4.	Company Registration Number										
3.5.	Tax Reference Number										
3.6.	VAT Registration Number										
3.7.	Are you presently in the service of the state?	YES		NO							
3.7.1.	If so, furnish particulars:										

¹ MSCM Regulations: "in the service of the state" means to be –

- a. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
- b. a member of the board of directors of any municipal entity;
- c. an official of any municipality or municipal entity;
- d. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- e. an executive member of the accounting authority of any national or provincial public entity; or
- f. an employee of Parliament or a provincial legislature.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



3.8.	Have you been in the service of the state for the past twelve months?	YES		NO	
3.8.1.	If so, furnish particulars:				
3.9.	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.9.1.	If so, furnish particulars:				
3.10.	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES		NO	
3.10.1.	If so, furnish particulars:				
3.11.	Are any of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.11.1.	If so, furnish particulars:				
3.12.	Is any spouse, child or parent of the company's directors, managers, principal shareholders or stakeholders in the service of the state?	YES		NO	
3.12.1.	If so, furnish particulars:				
3.13.	Do you or any of the directors, trustees, managers, principal shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	YES		NO	
3.13.1.	If so, furnish particulars:				



3.14. Please provide the following information on ALL directors/shareholders/trustees/members below:			
Full Name and Surname	Identity Number	Personal Income Tax Number	Provide State ³ Employee Number

NB:

a) PLEASE ATTACH CERTIFIED COPY(IES) OF ID DOCUMENT(S)
 b) PLEASE PROVIDE PERSONAL INCOME TAX NUMBERS FOR ALL DIRECTORS / SHAREHOLDERS / TRUSTEES / MEMBERS, ETC.

4. DECLARATION

I, the undersigned (name) _____, certify that the information furnished in paragraph 3 above is correct.

I accept that the state may act against me should this declaration prove to be false.

SIGNATURE		DATE	
NAME OF SIGNATORY			
POSITION			
NAME OF COMPANY			

³ MSCM Regulations: "in the service of the state" means to be –

- a. a member of –
 - i. any municipal council;
 - ii. any provincial legislature; or
 - iii. the National Assembly or the National Council of Provinces;
- b. a member of the board of directors of any municipal entity;
- c. an official of any municipality or municipal entity;
- d. an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- e. an executive member of the accounting authority of any national or provincial public entity; or
- f. an employee of Parliament or a provincial legislature.



8. MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – PURCHASES/SERVICES 80/20

NB:
 Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2022 and the Stellenbosch Preferential Procurement Policy 2022/23

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.2 Points for this bid shall be awarded for:

- (a) Price;
- (b) B-BBEE Status Level of Contributor. and
- (c) Locality of supplier

1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
LOCALITY (See definitions)	10
Total points for Price, BBBEE and Locality (must not exceed 100)	100

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

1.5 Failure on the part of a bidder to submit proof of Locality together with the bid, will be interpreted to mean that preference points for Locality are not claimed.

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



2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“Locality”** means the local suppliers and/or service providers that business offices are within the Municipal area of Stellenbosch (WC024).
- (h) **“price”** includes all applicable taxes less all unconditional discounts;
- (i) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (j) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (l) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;



3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable bid

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

4.3 POINTS AWARDED FOR PRICE

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{max} = Price of highest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

5.1 In terms of Regulation 4 (2) and 5 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining a specific goal specified for the tender

5.2 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, be attained.



5.3 A maximum of 20 points (80/20 preference points system), must be allocated for specific goals. These goals are :

- (a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;
- (b) Promotion of enterprises located in the municipal area (WCO24)

5.4 Regarding par 5.3 (a) at least 50% of the 20 points must be allocated to promote this goal and points will be allocated in terms of the BBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.5 A tenderer must submit proof of its BBEE status level contributor.

5.6 A tenderer failing to submit proof of BBEE status level of contributor –

- 5.6.1 may only score in terms of the 80-point formula for price; and
- 5.6.2 scores 0 points out of 10 BBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.

5.7 Regarding par 5.3 (b) a maximum of 50% of the 20 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System
Within the boundaries of the municipality	10
Outside of the boundaries of the municipality	0



6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution and/or Locality must complete the following:

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

7.1 B-BBEE Status Level of Contributor: . =(maximum of 10 points)
 (Points claimed in respect of paragraph 7.1 must be substantiated by relevant proof of B-BBEE status level of contributor.)

7.2 Within the boundaries of Stellenbosch Municipality (WC024)?

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

Address -

(Points claimed in respect of paragraph 7.2 must be substantiated by relevant proof that the business premises is situated in the Municipal area of Stellenbosch (WC024). A valid municipal account or proof of valid lease agreement must be attached)

8. SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted?
 (*Tick applicable box*)

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

8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise



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

9. DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

9.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

9.7 MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account Number:

Stand Number:.....



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

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

- 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor/Locality points has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			



PLEASE COMPLETE IN FULL TO CLAIM POINTS

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE – GENERAL (DRAFT EXAMPLE)
(DO NOT USE. USE NEW/APPLICABLE TEMPLATE)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a **Member / Director / Owner (Select one)** of the following enterprise and am duly **NB!** authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Vat Number (If applicable)	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of “Black People”	<p>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 –</p> <ul style="list-style-type: none"> (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- <ul style="list-style-type: none"> 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;”



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<p>Definition of “Black Designated Groups”</p>	<p>“Black Designated Groups means:</p> <ul style="list-style-type: none"> (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;”
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3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned using the flow-through principle 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 Audited Financial Statements/Financial Statements and other information available on the latest financial year-end of _____ (DD/MM/YYYY), 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.**

NB!

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 : _____

NB! ORIGINALLY CERTIFIED/ NOT COPY

 Commissioner of Oaths
 Signature & stamp
 Date:



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EXAMPLE OF POINT SCORING AND ALLOCATION OF PREFERENCE POINTS (80/20) WHERE LOCALITY AS A GOAL IS INCLUDED. STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY.

BIDDER	PRICE	BBBEE LEVEL (VALID)	BUSINESS PREMISES (IN WC024)
TENDERER A	R 80 000	1	NO
TENDERER B	R 75 000	1	YES
TENDERER C	R 70 000	2	NO

BIDDER	PRICE POINTS (Out of 80)	BBBEE POINTS (Out of 10)	LOCALITY POINTS (Out of 10)	TOTAL POINTS (Out of 100)
TENDERER A	68.57	10	0	78.57
TENDERER B	74.29	10	10	94.29
TENDERER C	80	9	0	89



9. MBD 8 – DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 3.1. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).</i>	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <i>(To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	Yes	No
4.2.1	If7 so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No



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4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

5. CERTIFICATION

I, the undersigned (full name), _____, certify that the information furnished on this declaration form true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			



10. MBD 9 – CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).⁴ Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

CERTIFICATE OF INDEPENDENT BID DETERMINATION:

In response to the invitation for the bid made by:

STELLENBOSCH MUNICIPALITY

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

⁴ Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



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- 5.1. has been requested to submit a bid in response to this bid invitation;
- 5.2. could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
- 5.3. provides the same goods and services as the bidder and/or is in the same line of business as the bidder
- 6. 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 consortium⁵ will not be construed as collusive bidding.
- 7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - 7.1. prices;
 - 7.2. geographical area where product or service will be rendered (market allocation)
 - 7.3. methods, factors or formulas used to calculate prices;
 - 7.4. the intention or decision to submit or not to submit, a bid;
 - 7.5. the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 7.6. bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. 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.
- 10. 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.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

⁵ 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.



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11. MBD 10 – CERTIFICATE FOR PAYMENT OF MUNICIPAL SERVICES

DECLARATION IN TERMS OF CLAUSE 112(1) OF THE MUNICIPAL FINANCE MANAGEMENT ACT (NO.56 OF 2003)

I, _____, _____ (full name and ID no.), hereby acknowledge that according to SCM Regulation 38(1)(d)(i), the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the Tenderer or any of its directors/members/partners to the Stellenbosch Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I declare that I am duly authorised to act on behalf of _____ (name of the firm) and hereby declare, that to the best of my personal knowledge, neither the firm nor any director/member/partner of said firm is in arrears on any of its municipal accounts with any municipality in the Republic of South Africa, for a period longer than 3 (three) months.

I further hereby certify that the information set out in this schedule and/or attachment(s) hereto is true and correct. The Tenderer acknowledges that failure to properly and truthfully complete this schedule may result in the tender being disqualified, and/or in the event that the tenderer is successful, the cancellation of the contract.

PHYSICAL BUSINESS ADDRESS(ES) OF THE TENDERER	MUNICIPAL ACCOUNT NUMBER

FURTHER DETAILS OF THE BIDDER’S Director / Shareholder / Partners, etc.:

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

NB: Please attach certified copy (ies) of ID document(s) and Municipal Accounts If the entity or any of its Directors/Shareholders/Partners, etc. rents/leases premises, a copy of the rental/lease agreement must be submitted with this tender.

- PLEASE SUBMIT MUNICIPAL ACCOUNTS FOR THE FOLLOWING TWO MONTHS AFTER BID CLOSURE TO THE RELEVANT SCM PRACTITIONER SHOULD THE BID NOT BE AWARDED YET.

Signature	Position	Date



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PART B – SPECIFICATIONS AND PRICING SCHEDULE



12. SPECIFICATIONS

1. GENERAL

- 1.1. Packaging of all items shall be neat and strong enough to contain the substance. (No additional cost will be paid for packaging and must be included in the bid price).
- 1.2. The municipality reserves the right to order quantities according to its requirements and will not be dictated by any vendor.
- 1.3. The contract period will be **until 30 June 2025**.
- 1.4. No part deliveries will be accepted, and Tax Invoices must accompany all deliveries.

2. Qualifying Criteria

- 2.1. Proof of supply and delivery of stationery with a value exceeding R100 000.00, with three (3) contactable references, within the last 3 years (proof in the form of purchase orders must be attached).

3. SUBMISSION OF SAMPLES:

For each product/item the bidder bids for, a product/item sample needs to be provided upon request.

- 3.1. Samples must be delivered **upon request** within 48 hours to address required at giving time.
- 3.2. Sample packs must be clearly marked with the tender number as well as the bidder's name, address and contact number.
- 3.3. The responsible representative that receives the sample pack(s) from bidders shall issue an acknowledgement of receipt to the bidder as proof of delivery.
- 3.4. Samples shall be supplied by a bidder at his/her own expense and risk. The municipality shall not be obliged to pay for samples or compensate for the loss thereof and shall reserve the right not to return such samples and to dispose of them at its own discretion.
- 3.5. If samples are not delivered on request, as specified above, the bidder will be non-responsive for the specific item.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



3.6. If a bid is accepted for the supply of goods according to a sample submitted by the bidder, that sample will become the contract sample. All goods supplied in terms of this bid shall comply in all respects to that contract sample. The municipality shall use the same method of testing the goods supplied as in the case of the contract sample. If it is found that the goods delivered as ordered differs from that of the contract sample, such non-compliance might be deemed as a breach in contract. In this regard the municipality reserves the right to exercise any remedies at its disposal in terms of the General Conditions of Contract, which applies in this case.

4. EVALUATION OF BIDS:

- 4.1.** All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, Stellenbosch Municipality Preferential Procurement Policy and the Preferential Procurement Regulations of 2022.
- 4.2.** The municipality reserves the right to accept all, some, or none of the bids submitted, either wholly or in part and it is not obligated to accept the lowest bid.
- 4.3. Bidders MUST price for all items on the price schedule. Failure to do so will result in automatic disqualification.**
- 4.4.** Evaluation will be on the total price for all items. However, the municipality will make an award according to the rates submitted by the highest scoring bidder. Stationery will be procured on an “as-and-when” basis.
- 4.5.** The award will be to the preferred service provider for all listed items, for the duration of the contract plus two (2) an additional service provider, who will be used if the recommended bidder is unable to perform in terms of the contract and provided prices are market related. Therefore, maximum of three (3) services providers will be appointed in accordance with the points scoring system.

5. GENERAL COMPLIANCE:

Deliveries: Deliveries at the Municipal Offices

- 5.1.** An official order must be issued before any delivery may be made to the Municipality.
- 5.2.** Delivery must take place within 7 working days of placing an official order.
- 5.3.** Delivery must be accompanied by the delivery note and tax invoice.
- 5.4.** Delivery of products must include the off-loading thereof at the supplier’s own risk and cost to the designated delivery addresses as indicated above.
- 5.5.** Bidders must supply and ensure their own labour for the offloading of the products at the designated Municipal stores.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



- 5.6. The Municipality will place orders as and when required during the contract period.
- 5.7. It will be required from the supplier to keep stock of products or to ensure that full delivery takes place according to the order quantities.

6. GENERAL CONDITIONS:

- a. The tender document must be fully completed. The following documentation is compulsory to be included/attached to your tender document. **(We reserve the right to request information should the municipality deem it necessary.)**
 - Authority to sign (signed and stamped)
 - Latest/updated municipal account or Lease agreement of the company (Not older than 3 months)
 - Latest/updated municipal account of all Directors/Members.
 - Affidavit or Lease Agreement (Not older than 3 months), if you do not have property in your name.
 - ID copies of all Directors/Members
 - CSD (Central Supplier Database) reference number/report
 - Copy of a BEE Certificate (SANAS) / Originally certified sworn-affidavit

7. SPECIAL CONDITIONS:

- 7.1 The tender will be awarded to three (3) service providers, the preferred service provider for all listed items plus two (2) additional service providers, who will be used if the recommended bidder is unable to perform in terms of the contract.
- 7.2 **Bidders must quote/ price on/for all items, failure to do so will result in automatic disqualification.**
- 7.3 The tender will be for a period ending 30 June 2025.
- 7.4 Prices MUST be fixed for the contract period.
- 7.5 The estimated quantities in the pricing schedule will be used for evaluation and adjudication purposes only. The municipality is not bound by the estimated quantities and reserves the right to procure more, less or none of the items listed in the pricing schedule.
- 7.6 Where brands are mentioned – similar or equivalent will be considered, submit details.

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



13. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – CURRENT CONTRACTS

CURRENT CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
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Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)				
SIGNATURE		NAME (PRINT)		
CAPACITY		DATE		
NAME OF FIRM				



14. SCHEDULE OF WORK EXPERIENCE OF THE TENDERER – COMPLETED CONTRACTS

The following is a statement of similar work successfully executed by myself / ourselves:

COMPLETED CONTRACTS						
EMPLOYER (Name, Tel, Fax, Email)		Contact Person (Name, Tel, Fax, Email)		NATURE OF WORK	VALUE OF WORK (INCL. VAT)	DATE COMPLETED
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				
Name		Name				
Tel		Tel				
Fax		Fax				
Email		Email				

Attach additional pages if more space is required.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)	
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SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			



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15. PRICING SCHEDULE

- NOTE:**
1. Only firm prices will be accepted. Non-firm prices will not be considered.
 2. All delivery costs **MUST** be included in the bid price, for delivery at the prescribed destination.
 3. Document **MUST** be completed in non-erasable black ink.
 4. **NO** correction fluid/tape may be used.
 - a. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 5. The Bidder **MUST** indicate whether he/she/the entity is a registered VAT Vendor or not.
 - a.

I / We _____
 (full name of Bidder) the undersigned in my capacity as _____
 of the firm _____

hereby offer to Stellenbosch Municipality to render the services as described, in accordance with the specification and conditions of contract to the entire satisfaction of the Stellenbosch Municipality and subject to the conditions of tender, for the amounts indicated hereunder:

	INDICATE WITH AN 'X'			
Are you/is the firm a registered VAT Vendor	YES		NO	
If "YES", please provide VAT number				

Please note the following:

1. Stellenbosch Municipality reserves the right to downward adjust the scope of work/ quantity required to stay within its budget.
2. Only firm prices will be accepted and non-firm prices will not be considered.



PRICING SCHEDULE:

Bidders must quote/ price on/for all items, failure to do so will result in automatic disqualification.

ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
1	Stapler For Office Use	Uses 26/6 staples Staples 20 sheets Half strip Metal Adjustable anvil for pinning Opens flat for tacking	Each	100		
2	Plier Stapler	Metal Staples up to 50 sheets	Each	15		
3	Heavy Duty Stapler	Metal Heavy-duty Uses 23/6 to 23/24 staples Staples up to 210 sheets	Each	20		
4	Staple Remover	Standard Size Easy to use Claw style For standard staples	Each	100		
5	Staples	No.23/10 10mm leg Staples 50-70 sheets	Box of 1000	200		
6	Staples	No.23/6 6mm leg Staples 2-30 sheets	Box of 1000	125		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
7	Staples	No.26/6 6mm leg Staples 2-20 sheets	Box of 5000	320		
8	Punch	• Metal • Removable confetti tray Punches 20 sheets	Each	45		
9	Punch - 2-Hole - Office Desk	2-Hole Metal Adjustable Medium-duty Paper Guide. Capacity 36 Sheets	Each	15		
10	Heavy Duty Punch	2-hole Cast Metal Soft-feel handle Punches 65 sheets	Each	15		
11	Rubber Bands Nr. 12	Quality Rubber Bands with High Crepe Content Pkt of 100g 38mm X 1.5mm	Each	35		
12	Rubber Bands Nr. 30	Quality Rubber Bands with High Crepe Content Pkt Of 100g 50.8m X 3.2mm	Each	10		
13	Rubber Bands Nr. 32	Quality Rubber Bands with High Crepe Content Pkt Of 100g 76.2mm X 3.2mm	Each	20		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
14	Rubber Bands Nr. 34	Quality Rubber Bands with High Crepe Content Pkt Of 100g 101.6mm X 3.2mm	Each	5		
15	Rubber Bands Nr. 75	Quality Rubber Bands with High Crepe Content Pkt Of 100g 101.6mm X 9.5mm	Each	10		
16	Rubber Bands Nr. 107	Quality Rubber Bands with High Crepe Content Pkt Of 100g 175mm X 40mm	Each	15		
17	Rubber Bands Size 128	Quality Rubber Bands with High Crepe Content Pkt Of 100g 200mm X 9mm	Each	5		
18	Books Duplicate A6	Pen Carbon - 105X148MM 100 Pages 1st Page Perforated & Printed, 2nd Page Fastened & Unruled	Each	20		
19	Manuscript Books A5	192 Pages A5 Indexed A-Z	Each	20		
20	Books Duplicate A4	Pen Carbon - A4 - 297X210MM 100 Pages 1st Page Perforated & Printed, 2nd Page Fastened & Unruled	Each	60		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
21	Books Index Through A4	A4 Hard Cover 96 Pages Feint Ruled & Margin Quarter Bound 297mm X 210mm	Each	145		
22	Books Index Through A4	A4 Hard Cover 192 Pages Feint Ruled & Margin Quarter Bound 297mm X 210mm	Each	230		
23	Books Index Through A4	A4 Hard Cover 288 Pages Feint Ruled & Margin Quarter Bound 297mm X 210mm	Each	150		
24	Books Hardcover A5	A5 Hard Cover 96 Pages Feint Ruled with Margin 210mm X 148mm	Each	95		
25	Books Hardcover A5	A5 Hard Cover 192 Pages Feint Ruled With Margin 210mm X 148mm	Each	125		
26	Books Hardcover A6	A6 Hard Cover 144 Pages Feint Ruled	Each	20		
27	Books Hardcover A4	A4 Hard Cover 192 Pages Quarter Bound Quad Rule & Margin 297mm X 210mm	Each	275		
28	Notebooks	Wire Bound A5 Side Bound 100 Pages Feint Ruled	Each	505		
29	Books Duplicate	A5 148 X 210mm Pen Carbon	Each	5		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
30	Visitors Book	Printed full bound A4 297mm X 210mm 192 Pages	Each	20		
31	Telephone Message Book	24mm X 333mm 150 pages	Each	5		
32	Delivery Book	Parcel Delivery Full bound 198mm X 137mm Quarter bound 128 pages	Each	40		
33	Requisition Books	Size: 420mm x 297mm 50 Copies in Triplicate (CB White, CFB White, CF Green) Printed in black ink - oso Numbered 3 to view x2 cross & x1down perms bottom copy fixed. Design + Layout	Each	20		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
34	Logbooks	<p>Description: Logbooks for Vehicles: 100 copies in duplicate, numbered 1 to view, x 1 down perf, bottom copy fixed. No heading changes.</p> <p>Size: 297 x 210mm</p> <p>Pre-press: Design & Layout</p> <p>Printing & Paper:</p> <p>Part 1: (x100): Printed Black front only on NCR CB, 60g/m2 white.</p> <p>Part 2: (x100): Printed Black front only on NCR CF, 60g/m2, White</p> <p>Covers (x2): Malgray (Chipboard) (1,000mic), 600g/m2, Grey (not printed)</p> <p>Finishing: Down Perf & Number 1 to view (RED), Collated, Trimmed to size, Perfect Bound, Wraparounds</p> <p>Dispatch: Shrink-wrapped</p>	Each	10		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
35	Goods Received Notebooks	Size: 420mm x 245mm 50 Copies in Triplicate per book (CB Blue, CFB Yellow, CF Yellow) Printed in black ink – oso Numbered 4 to view x1 down & x3 cross perf bottom copy fixed. Design + Layout	Each	10		
36	Board Lever Arch File	A4 – 350mm X 280mm 80mm spine No rado	Box of 10	10		
37	PVC Lever Arch File	Rado locking Interchangeable colour matching spine label Quality mechanism with compressor bar Strong-line reinforced edge enhances durability A4 – 70mm spine (Black, Blue, Red, Green, & Yellow)	Pack of 8	105		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
38	PVC Lever Arch File	Rado locking Interchangeable colour matching spine label Quality mechanism with compressor bar Strong-line reinforced edge enhances durability A4 – 25mm spine (Black, Blue, Red, Green, & Yellow)	Pack of 8	105		
39	Ring Binder File	A4 Assorted Colours	Pack of 8	20		
40	Accessible File	Tinted Board Bright Colours 350mm X 240mm 400gsm	Pack of 8	20		
41	Create a Cover Files	Create a Cover Files: 2D-ring 25mm <ul style="list-style-type: none"> • Clear pocket front & spine • Three-piece cover construction • Transparent, anti-reflective pockets on the front cover and spine 	Each	25		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
42	Create a Cover Files	Create a Cover Files: 2D-ring 40mm <ul style="list-style-type: none"> • Clear pocket front & spine • Three-piece cover construction • Transparent, anti-reflective pockets on the front cover and spine 	Each	25		
43	Create a Cover Files	Create a Cover Files: 4D-ring 25mm <ul style="list-style-type: none"> • Clear pocket front & spine • Three-piece cover construction • Transparent, anti-reflective pockets on the front cover and spine 	Each	15		
44	Create a Cover Files	Create a Cover Files: 4D-ring 40mm <ul style="list-style-type: none"> • Clear pocket front & spine • Three-piece cover construction • Transparent, anti-reflective pockets on the front cover and spine 	Each	15		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
45	Plastic Flip File A4	Plastic Transparent A4 Flip File Display Binder Sleeves 20 Pocket	Each	95		
46	Plastic Flip File A4	Plastic Transparent A4 Flip File Display Binder Sleeves 30 Pocket	Each	70		
47	Plastic Flip File A4	Plastic Transparent A4 Flip File Display Binder Sleeves 50 Pocket	Each	70		
48	Suspension File	Coated Metal Rails Colour Tabs Included Mylar Protection Strip top & bottom Foolscap Various colours – pack of 25 per colour	Pack of 25 (per colour)	5		
49	Suspension File	13-tab positions & printed content panel Kraft board in bright colours Encapsulated, coated rod Supplied with angled tabs and inserts Box gusset with file fastener slots Foolscap – pack of 25 per colour	Pack of 25 (per colour)	5		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
50	Folding Clipboard	PVC laminated onto heavy-duty board Heavy-duty metal clip Hanging hole Various Colours	Each	60		
51	Lever Arch Storage Unit	Stowaway filing unit Corrugated & collapsible Holds 6 files – files not included Grey 575L X 375H X 290W	Each	30		
52	Storage Filing Box (Stowaway)	Corrugated & Collapsible 370mm X 305mm X 252mm	Each	1000		
53	Storage Filing Box (Stowaway)	Corrugated & Collapsible 290mm X 105mm X 390mm	Each	1000		
54	Archive Boxes	Containers Holds A4 Documents –Board with Lid	Each	45		
55	Board Containers Opti plan or similar	A4 325mm Board Container	Each	10		
56	Board folders	200gsm 348mm x 228mm Pastel colours	Pack of 100	10		
57	Folder Board Straight	Folder Board Straight Red & Blue	Pack of 100	5		
58	Carry Folders	Holds A4 & Foolscap Paper. Plastic Stud Fastener Keeps Contents Secured. (Document Wallet) Plastic. Different Colours	Each	435		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
59	Presentation/Quotation Folder	Inside pocket Flat bar fastening mechanism A4 Clear crystal polyprop cover Assorted colours: Navy, Green, Orange, Red, Turquoise/Light Blue, Yellow, Black	Each	250		
60	Contact Plastic	Clear 450mmx3m 60 Micron	Roll	25		
61	Binding Covers Clear	A4 200 Micron Clear	Pack of 100	25		
62	Plastic Book Covering Rolls	Clear Self-Adhesive Protective Film. Rolls Of 10m	Roll	15		
63	Transparent Sheets-Binding Cover Sheets	A4 Binding Covers 150 micron covers	Pack of 100	25		
64	Oil Sheets for Shredder	The easiest way to oil your shredder. - Prolongs the life of your shredder. - Distributes the right amount of oil every time. - Safe for use with all shredders. - A5 sheets -Colour: White	Pack of 20	55		
65	Lever Arch Labels	Self-adhesive (white) Fits A4 & foolscap spine	Pack of 12	30		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
66	Laminated Pouches A3	A3 250 Micron	Box of 100	10		
67	Laminated Pouches A4	A4 150 Micron	Box of 100	40		
68	Filing / Plastic Pocket	A4 PVC Pocket – 120 micron Multi punched Heavy gauge 100 Pockets per pack	Each	50		
69	Examination Pad Lined	A4 100 Sheets Punched Feint Ruled With Margin	Each	380		
70	Envelope/Manilla	Cheap B5 250 X176mm Kingstone Plain	Box of 500	5		
71	Envelope/Manilla	B4 353 X 250mm Plain	Box of 250	10		
72	Envelopes Tug craft	406 X 305mm Tug craft	Box of 10	10		
73	A4 Envelopes	White A4 Envelopes	Pack of 10	100		
74	A5 Envelopes	A5 Envelopes -White Envelopes.	Box of 250	5		
75	C4 Envelopes	A4 White / Recycled Brown Seal Easi-Unbanded 324 X 229mm	Box of 250	10		
76	C6 Envelopes	Manilla Seal Easi-Unbanded 114 X 162mm	Box of 500	5		
77	C3 Envelopes	Golden Brown Craft Full Gum-Unbanded 458 X 324mm	Box of 250	5		
78	Envelopes Manilla	324 X 229mm Plain Seal Easi	Box of 250	15		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
79	Letter Openers	Letter openers - metal	Each	10		
80	Endorsing Ink Stamp Pad Ink	30ml Violet	Each	5		
81	Endorsing Ink Stamp Pad Ink	30ml Black	Each	20		
82	Endorsing Ink Stamp Pad Ink	30ml Blue	Each	5		
83	Endorsing Ink Stamp Pad Ink	30ml Red	Each	15		
84	Self-Inking Standard Stamp	Stock Stamp Easy-to-replace ink pad 38mm wide x 14mm high CANCELLED	Each	15		
85	Self-Inking Standard Stamp	Stock Stamp Easy-to-replace ink pad 38mm wide x 14mm high RECEIVED	Each	20		
86	Self-Inking Dater	Date stamp Text plate is required Climate neutral 4750 Date 4mm in height	Each	20		
87	Self-Inking Standard Stamp	Stock Stamp Easy-to-replace ink pad 38mm wide x 14mm high BID OPEN	Each	5		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
88	Self-Inking Standard Stamp	Stock Stamp Easy-to-replace ink pad 38mm wide x 14mm high COPY	Each	5		
89	Stamp pad Small	Size 70 X 110mm	Each	5		
90	Stamp pad Large	116 X 140 Mm Large	Roll	10		
91	Clear Ruler	Shatter-resistant and Transparent 15cm	Each	135		
92	Clear Ruler	Shatter-resistant and Transparent 30cm	Each	140		
93	Scale Rulers	For architecture, civil engineering & surveying Dimensions in cm & mm Numerated on all sides Triangular reduction scales	Each	20		
94	Sorter Kwiksort / Readysort	Kwiksort: Plastic A-Z 1-31 January-December Monday-Sunday	Each	30		
95	Sorter Kwiksort / Readysort	Kwiksort: Board A-Z 1-31 January-December Monday-Sunday	Each	30		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
96	Metal File Fasteners	Slide locking Secure punched documents efficiently	Box of 50	95		
97	Key Rings/Tags	Standard Size Assorted Colours Pkt Of 50 Name Card Holder Soft Plastic	Pack of 50	15		
98	Spaghetti Clips	Black Or White	Each	20		
99	Paper Fasteners Split Pins	Brass split pins Binds documents securely 19mm	Box of 100	20		
100	Paper Fasteners Split Pins	Brass split pins Binds documents securely 25mm	Box of 100	20		
101	Grip Binders	19mm	Pack of 100	5		
102	Grip Binders	25mm	Pack of 100	5		
103	Paper Clips Small (Nickel plated)	Silver - 25mm small	Box of 100	265		
104	Paper Clips Giant (Nickel plated)	Silver – 50mm giant	Box of 100	90		
105	Paper Clips King size wavy	Silver – 78mm king size wavy	Box of 50	75		
106	Paper Clips	Plastic coated – 28mm Assorted colours	Box of 100	70		
107	Bulldog Clips	Silver - 50mm length – 25mm capacity	Each	325		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
108	Foldback Clips	19mm length – 6mm capacity	Box of 12	55		
109	Foldback Clips	32mm length – 13mm capacity	Box of 12	55		
110	Foldback Clips	41mm length – 19mm capacity	Box of 12	55		
111	Foldback Clips	51mm length – 45mm capacity	Box of 12	55		
112	Drawing Pins (Brass-plated)	12.5mm head diameter	Box of 100	30		
113	Drawing Pins (Brass-plated)	14.5mm head diameter	Box of 100	15		
114	Office Pins (Nickel-plated)	26mm – 100gram	100gram	5		
115	Magic Clips	Metal/Silver- 4.8mm	Box of 12	50		
116	Magic Clip Dispenser	Unit Length 6.25" Unit Weight 10.2 oz. Voltage & Hertz 120-60Hz	Each	5		
117	Fingerette (Ideal for sorting or paging documents)	Small 0	Box of 12	5		
118	Fingerette (Ideal for sorting or paging documents)	Medium 1	Box of 12	5		
119	Fingerette (Ideal for sorting or paging documents)	Large 2	Box of 12	5		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
120	Fingerette (Ideal for sorting or paging documents)	Extra Large 3	Box of 12	5		
121	HB Pencil	Traditional 110 HB Top Quality Easy to erase & sharpen Break-resistant	Box of 12	200		
122	Pencil Sharpener - Metal	Metal 2-Hole/Double hole Wedge-shaped	Each	140		
123	White Eraser	Dust free Soft white Slide sleeved High grade	Each	240		
124	Pen Ballpoint Black	Fine Point Translucent Barrel 1.0mm	Box of 12	1000		
125	Pen Ballpoint Blue	Fine Point Translucent Barrel 1.0mm	Box of 12	1000		
126	Pen Ballpoint Red	Fine Point Translucent Barrel 1.0mm	Box of 12	1000		
127	Red Pen	Ink gel Or Similar	Box of 12	1000		
128	Black Pen	Ink gel Or Similar	Box of 12	1000		
129	Blue Pen	Ink gel Or Similar	Box of 12	1000		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
130	Desk Set with Chain	Black Ink Refillable Self-adhesive base 55cm chain 1.0mm 2 X free refills	Each	10		
131	Pen Cup Holder	80mm D x 102mm H Assorted Colours	Each	20		
132	Correction Tape (Replace Tippex or similar)	Instant Coverage Immediate over-writing Eliminates show through 5mm X 5m	Each	165		
133	Glue sticks Pritt or Similar	43 Gram Solvent free	Each	285		
134	Permanent Marker Black	Permanent Ink. Medium Bullet Point (Artline) Or Similar	Each	125		
135	Permanent Marker Blue	Permanent Ink. Medium Bullet Point (Artline) Or Similar	Each	50		
136	Permanent Marker Red	Permanent Ink. Medium Bullet Point (Artline) Or Similar	Each	55		
137	Pen Koki Fine Black	Artline fine liner Or Similar Black	Box of 12	10		
138	Pen Koki Fine Red	Artline fine liner Or Similar Red	Box of 12	20		
139	Pen Koki Fine Blue	Artline fine liner Or Similar Red	Box of 12	5		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
140	Jumbo Highlighters	Fluorescent colours Fade-resistant Fax proof	Each	250		
141	Adhesive Prestik or similar	White/Original reusable adhesive Acid Free 100g Pre-Cut in Convenient Strips	Each	250		
142	3M - Post-it Sign Here Flag Indexer	Points attention to a specific area for Signature: 50 flags per dispenser 24.5mm x 43.6mm	Each	265		
143	Neon Flag Indexer	48mm x 12mm 5 colours 5 pads & 20 sheets per pad • For messages, notes or reminders	Each	270		
144	Neon Flag Indexer	50mm x 14mm 5 colours 5 pads & 50 sheets per pad • For messages, notes, or reminders	Each	260		
145	3M - Post-it Neon Notes Super Sticky	3mm x 73mm 100 sheets per pad/5 pads per pack	Each	60		
146	3M - Post-it Neon Notes Super Sticky	76mm x 76mm 65 sheets per pad/6 pads per pack	Each	120		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
147	3M - Post-it Neon Notes Super Sticky	127mm x 203mm 45 sheets per pad/2 pads per pack	Each	45		
148	3M - Post-it Neon Notes Super Sticky	101mm x 152mm 90 sheets per pad/5 pads per pack (yellow only)	Each	45		
149	3M - Post-it Neon Notes Super Sticky	47.6mm x 47.6mm 100 sheets per pad/8 pads per pack	Each	45		
150	Sticky notes	Wording "Confidential" 24.5mm x 43.6mm 50 flags per dispenser	Each	5		
151	Sticky Notes	Size: 4 x 6", 10.2 x 15.2 cm. Specs: 60 sheets with repositionable adhesive	Each	5		
152	Memo Cube & Refills	Full size • Stylish holder: 9cm x 9cm 800 x 80gsm bond sheets in assorted colours	Each	60		
153	Memo Cube & Refills	Full size • Stylish holder: 9cm x 9cm 800 x 80gsm bond sheets in white	Each	50		
154	Memo Cube & Refills	Refill: 9cm x 9cm x 9cm 800 assorted coloured sheets	Each	60		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
155	Memo Cube & Refills	Refill: 9cm x 9cm x 9cm 800 white sheets	Each	60		
156	Polypropylene Index Dividers	A4 Polypropylene Printed A - Z	Each	350		
157	Polypropylene Index Dividers	A4 Polypropylene Printed Jan - Dec	Each	290		
158	Polypropylene Index Dividers	Pastel Colours A4 Polypropylene 5-tab plain	Each	330		
159	Polypropylene Index Dividers	Pastel Colours A4 Polypropylene 5 tab plain numbered	Each	390		
160	Polypropylene Index Dividers	Pastel Colours A4 Polypropylene 10-tab plain	Each	270		
161	Polypropylene Index Dividers	A4 Polypropylene 10 tab numbered	Each	260		
162	Binding Combs – Size 10	Plastic Comb Ring in Various Colours	Boxes of 25	40		
163	Binding Combs – Size 12	Plastic Comb Ring in Various Colours	Boxes of 50	5		
164	Binding Combs – Size 19	Plastic Comb Ring in Various Colours	Boxes of 50	5		
165	Binding Combs – Size 25	Plastic Comb Ring in Various Colours	Boxes of 50	10		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
166	Binding Combs – Size 32	Plastic Comb Ring in Various Colours	Boxes of 50	10		
167	Non-Magnetic Whiteboard	<ul style="list-style-type: none"> • Non-magnetic surface • Supplied with wall screws and masonry plugs • Slide-in aluminum pen tray • Can be used with the easy rail system • Anodised aluminum frame • Can be mounted horizontally or vertically 900mm x 600mm	Each	10		
168	Non-Magnetic Whiteboard	<ul style="list-style-type: none"> • Non-magnetic surface • Supplied with wall screws and masonry plugs • Slide-in aluminum pen tray • Can be used with the easy rail system • Anodised aluminum frame • Can be mounted horizontally or vertically 2400mm x 1200mm	Each	10		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
169	Whiteboard Cleaning Fluid	237ml Plastic Spray Bottle with Fluid	Each	40		
170	Whiteboard Markers	Medium Bullet Point Assorted Colours (Red, Blue, Black, Red and Green)- Stabilo or Similar	Each	310		
171	Desk Calendars	2023 / 2024	Each	125		
172	Magnetic Year Planner	Slide-in aluminum pen tray Anodised aluminum frame (Includes markers, magnetic date strips, public holiday markers, planning shapes & 2x label carriers) 1200mm X 900mm 2023 / 2024	Each	20		
173	Batteries	AA Pack Of 4	Each	115		
174	Batteries	AAA Pack Of 2	Each	170		
175	Battery Charger	4 Slot Battery Charger for AAA And AA Batteries	Each	5		
176	Rechargeable Batteries	AA	Pack of 2	30		
177	Rechargeable Batteries	AAA	Pack of 2	40		
178	Duracell Batteries	Duracell Batteries 9V 2pk	Pack of 2	180		
179	Torch Batteries	Torch Batteries 9v 6l Alkaline	Each	35		
180	Torch Batteries	Torch Batteries - Size C	Pack of 4	60		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
181	Scissor – Office Used	Stainless Steel Blade 17cm Office Use	Each	195		
182	Tubular Desk Organiser	Organise your desk Molded plastic Black / Blue / Red / White	Each	35		
183	Drawer Organiser	Molded plastic 293mm x 180mm 10 compartments Black / Blue / Red / White	Each	15		
184	Letter Tray 9890 Viking or similar	A4 Molded plastic Stackable Label holder & inserts included Requires riser pins Black / Blue	Each	45		
185	Letter Tray Connectors	Set of 4 Black / Blue	1 Pack of 4	80		
186	Letter Tray Set Vision or similar	Set of 3 sliding trays with 3-tier frame Non-skid feet Document size 235mm x 320mm Black	Each	15		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
187	Magazine Holder	Molded quality plastic Label holder & finger grip A4 – 75mm capacity	Each	20		
188	Durable Trend - Waste Bin	315mm D x 330mm H - 16 liters Assorted Colours	Each	10		
189	Wire Mesh - Waste Bin	Round – Silver	Each	15		
190	Plastic Wastepaper Bin	10 Liter Round - Black	Each	5		
191	Adding Machine Rolls IVP	Thermal Paper 57 mm White till Or Calculator Rolls	Each	70		
192	Debit Card Machine Printing Paper	Card Machine Rolls 57 X 41mm	Box of 50	20		
193	Tally Rolls Pre-Paid 76mm Bond	76mm Bond Paper White till Or Calculator (Pre-Paid)	Each	20		
194	Tape Scotch Magic or Equivalent	3m Scotch Tape 24mm X 50m 810	Each	20		
195	Sellotape Dispensers	Desktop Dispenser with Dual Core for Rolls 33m & 66m Long & Width Up To 25mm	Each	10		
196	Double sided tape	25mm X 1.5mm 1m Roll	Roll	15		
197	Packaging Tape	Strong Waterproof Tape for Sealing of Cartons Etc. 48mm X 50m Brown or Clear	Each	90		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
198	Adhesive tape	Clear polypropylene For office use 24mm X 66m	Each	20		
199	Adhesive tape	Clear polypropylene For office use 12mm X 66m	Each	20		
200	Sellotape	Tape Clear 24mm X 50m	Roll	100		
201	Packaging Tape Dispenser	Pulls off and cuts easily 240 X 160 X 60mm (L x W x T)	Each	50		
202	Masking Tape	48mm X 50m	Roll	35		
203	Mounting Squares	Self-adhesive squares High-density foam squares with adhesive on both sides 25mm X 25mm	Roll	20		
204	Sellotape - Buff Packaging Tape	Brown 48mm x 50m	Roll	20		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
205	A4 Pink Photocopy Paper	<ul style="list-style-type: none"> •Copy paper must be suitable for double sided printing with a smooth surface. •Brightness not less than 96% •Basic weight: 80 g/m² •Paper size must be as follow: •Size A4: 210mm x 297mm •Packing: 500 sheets per ream / 5 reams per carton 	BOX (5 REAMS)	25		
206	A4 Deep Blue Photocopy Paper	<ul style="list-style-type: none"> •Copy paper must be suitable for double sided printing with a smooth surface. •Brightness not less than 96% •Basic weight: 80 g/m² •Paper size must be as follow: •Size A4: 210mm x 297mm •Packing: 500 sheets per ream / 5 reams per carton 	BOX (5 REAMS)	25		
207	A4 Mid Blue Photocopy Paper	<ul style="list-style-type: none"> •Copy paper must be suitable for double sided printing with a smooth surface. •Brightness not less than 96% •Basic weight: 80 g/m² •Paper size must be as follow: •Size A4: 210mm x 297mm •Packing: 500 sheets per ream / 5 reams per carton 	BOX (5 REAMS)	25		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
208	A4 Forest Green Photocopy Paper	<ul style="list-style-type: none"> •Copy paper must be suitable for double sided printing with a smooth surface. •Brightness not less than 96% •Basic weight: 80 g/m² •Paper size must be as follow: •Size A4: 210mm x 297mm •Packing: 500 sheets per ream / 5 reams per carton 	BOX (5 REAMS)	25		
209	A4 Sunlight Yellow Photocopy Paper	<ul style="list-style-type: none"> •Copy paper must be suitable for double sided printing with a smooth surface. •Brightness not less than 96% •Basic weight: 80 g/m² •Paper size must be as follow: •Size A4: 210mm x 297mm •Packing: 500 sheets per ream / 5 reams per carton 	BOX (5 REAMS)	75		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
210	Continuous Computer print-out paper with holes on sides – 280mm x 370mm One Part Blue Eye-line Paper (2000 sheets per carton)	<ul style="list-style-type: none"> •Size: 280mm x 368mm •Basic Weight: 60 gsm •With down perforations •Colour: Blue/White, Canary Yellow, Light Pink, Sky Blue, Mint Green •Quantity: 2 000 sheets per box (2 ply) 	2 000 sheets per box (2 ply)	20		
211	A1 Cardboard 160g Assorted Colours	A1 Board 160g White, Yellow, Green, Orange	100 Per Pack	5		
212	A1 Cardboard 160g Assorted Colours	A1 Board 160g Pink, Red, Black, Blue, Purple	100 Per Pack	5		
213	A2 Fluorescent Boards 160g, Assorted Colours	A2 Fluorescent Boards 160g, Assorted Colours, 100 Per Pack	100 Per Pack	5		
214	A2 Pastel Craft Board 160g - Assorted Colours	A2 Pastel Craft Board 160g - Assorted Colours, 100 Per Pack	100 Per Pack	5		
215	A2 Project Black Board	A2 Project Black Board	100 Per Pack	5		
216	A3 Project Pad Cyber Board 160g Assorted	A3 Project Pad Cyber Board 160g Assorted (20 Sheets)	20 Sheets	5		
217	A3 Project Pad Cyber Board 160g Assorted	A3 Project Pad Cyber Board 160g Assorted (20 Sheets)	20 Sheets	5		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
218	A3 Bright Board 160gsm - Assorted Colours	Black, Pink, Red, Yellow, Gold, Green, Brown, Orange, Purple, Blue	100 Per Pack	5		
219	A4 Bold Board 160gsm	Black, Pink, Red, Yellow, Gold, Green, Brown, Orange, Purple, Blue	100 Per Pack	10		
220	A4 Marble Paper Pink / Blue, 80g	A4 Marble Paper Pink / Blue, 80g (50 Pack)	50 Per Pack	20		
221	A4 White Board 160g	A4 White Board 160g 100's Pna	100 Per Pack	5		
222	A4 Black Paper 80g Notturmo	A4 Black Paper 80g Notturmo (1 Per Pack)	100 Per Pack	10		
223	Bright Mixed Paper 80g	Bright Mixed Paper 80g (100 Per Pack) Assorted Colours	100 Per Pack	10		
224	Educat Poster Pack - Early Learning (Grade R)	Educat Poster Pack – Early Learning (Grade R) 1 x Alphabet 1 x Colours 1 x Dinosaurs 1 x Days of the Week 1 x Months of the Year 1 x Shapes 1 x Our Body 1 x South Africa Anthem 1 x Numbers 1-20 1 x Happy Birthday	10 Pack	50		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
225	Superglue 3G	Multi-purpose adhesive gel that is non-drip and perfect for gap filling, and for the repairing of metals, ceramics, jewelry, rubber, and most plastics.	Each	30		
226	Project Pad Black Paper A4	A4 - Project Pad Black Paper 50 Sheets/Pack	50 Per Pack	5		
227	Laminating Pouches ID Card Size	Laminating Pouches, ID Card Size, 65mm X 95mm X, 250 Micron	Pack of 100	25		
228	Item Barcodes	Item Barcodes 50x25mm Semi-Gloss	Roll	50		
229	Patron Barcodes	Patron Barcodes 50x5mm Semi-Gloss	10 Per Box	50		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
230	Shredding Machine	Shredding Machine- Shred Capacity 5 Sheets, Shred Type: Strip Cut 7mm, Security Level P2 (Low Security), Overheat Protection, Staple Friendly Extendable Arm: Extends To 68mm To Accommodate Shredding Over Larger Waste Bins 10 Litre Waste Bin	Each	1		
231	Paper Shredder 23L	Paper Shredder 23L - Black Capacity: 23 L Size: 4 x 10 mm Up to 100 sheets automatically via the paper feeder or 10 sheets via the manual feeder. Cuts each A4 sheet into over 1000 mini-particles (4 x 10 mm / security level P-4). Spacious 23-liter wastepaper basket with a capacity of 100+ sheets. Operating time 15 minutes at a time.	Each	1		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
232	Paper Shredder 30L	Colour: Black Small Office Shredder 5 - 10 Users Shreds Up To 20 Sheets (80gsm) Security Level P4 (4x40mm Pieces) Accepts Staples and Paperclips Run Time: 4 Hours Anti-Jam Technology 2 Year Guarantee	Each	1		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
233	Heavy Duty Shredder 42L	Colour: Black Item Dimensions - LxWxH 36 x 41 x 70 cm, item Weight - 19 kg Operation Mode - Automatic Power Source - Corded Electric •[Fast Shredding] -- 300 sheet bin for shredding loose or stapled documents •[Oil-Free] -- Hassle-Free shredding maintains performance without maintenance •[Auto-Locking Shred Bin] -- Prevents tampering and is more secure •[Automatic Jam Protection] -- Motor reverses in the event of an overfeed •[Easy To Empty] -- No bags required •[Easy To Use] -- Simple controls for easy operation	Each	1		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
234	Marking stamp	Marking areas 85 x 45 mm heights: 110 mm Fonts: Medium spaced lettering, single dot characters (size 5 x 7 or 9 x 13) Electromagnetic, characters: Numbers 0 - 9, capital letters A - Z Weight: 3,1 kg Battery Marking force: constant impact performance through the complete battery runtime	Each	5		
235	Rubber stamp	Space for up to 4 lines of text, Suitable for use on paper, black regular ink, border 30 x 45 mm imprint area (environmental Management, date and signature)	Each	5		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
236	Permit Books	PERMIT BOOKS_ ELECTRICITY SERVICES Size: 297x210mm Pre-press: Last proof to client Printing & Paper: Part-1 (x50) Printed black front only on NCR CB, 60g/m2, White Part-2 (x50): Printed Black front only on NCR CFB, 60g/m2, White Covers (x2): Chipboard (1 000mic), 600gsm, Grey (not printed) Finishing: Down perf & number 1 to view (BLACK) Collated Quarter bound Trimmed to size Wraparounds	Each	50		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
237	Commissioning Books	<p>ELECTRICITY SERVICES COMMISSIONING BOOKS Size: 297x220mm</p> <p>Pre-press: Last proof to client</p> <p>Printing & Paper: Part-1 (x50) Printed black front only on NCR CB, 60g/m2, White Part-2 (x50): Printed Black front only on NCR CFB, 60g/m2, White Part-3 (x50): Printed black front only on NCR CF, 60g/m2, White Covers (x2): Chipboard (1 000mic), 600gsm, Grey (not printed)</p> <p>Finishing: Down perf & number 1 to view (RED) Collated Quarter bound Trimmed to size Wraparounds</p>	Each	50		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
238	Complaint Books	<p>COMPLAINT BOOKS_ Klagte Staat Boeke (Elektrisiteit) 100 Copies in Duplicate, Numbered 1 to view</p> <p>Printing & Paper Part - 1 (x100): Printed Black front only on NCR CB, 60g/m², Blue Part - 2 (x100): Printed Black front only on NCR CF, 60g/m², White Covers (x2): Chipboard (1,000mic), 600gsm, Grey (not printed) Finishing Down Perf & Number 1 to view (RED) Collated Trimmed to size Quarter Bound Wraparounds Size 260 x 200mm</p>	Each	55		
239	Selotape	Selotape 50cm	Each	100		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
240	Spiral Notebooks	Spiral Notebooks - Feint Ruled - White Bond, A4 100 Pages	Each	25		
241	A4 Score Folders	A4 Score Folders - Foolscape 160gsm Premium Quality Board, Brite – Assorted Colours	Pack of 100	100		
242	Office Stamp	Office Stamp: Trodat Printy 4727 - Co2 Neutral As Standard Date Stamp 60x40mm	Each	5		
243	Pentel Bk77 Superb	Pentel Bk77 Superb Red Pens	Pack of 12	5		
244	Self Inking Stamp	Self Inking Stamp = Cgs 5208	Each	5		
245	Self Inking Stamp	Self Inking Stamp = Cgs 4926 Pro 10 Lines	Each	5		
246	Trodat 4530	Trodat 4530 Pro Date And Received Stamp	Each	5		
247	Trodat Rubberstamp Dial-A-Phrase Stamp	Trodat Rubberstamp Dial-A-Phrase Stamp	Each	10		
248	Pentel BI77 Energel	Pentel BI77 Energel Black Pens	Pack of 12	30		
249	Pentel BI107a Energel	Pentel BI107a Energel X Retractable Gel Roller Pen 0.7mm Black Pen	Pack of 12	15		
250	160g Manilla Assorted	160g Manilla Assorted Colours (100 Pieces In Pack)- Various Colours Must Include Black	Pack of 100	10		
251	Lever Arch File Covers	Lever Arch File Covers - PVC 170 microns Clear	Pack of 100	60		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
252	A4 Treeline Accessible Files	A4 Treeline Accessible Files With Spring Clip Mechanism Bright Yellow	Pack of 4	375		
253	Foolscap	Foolscap, 3 Scored And Slotted Tag Folders (180gsm)	Pack of 100	5		
254	A3 Red Manilla Files	A3 Red Manilla Files - Foolscap, 3 Scored And Slotted Tag Folders (180gsm)	Pack of 100	120		
255	Delivery Note A5 Duplicate Book	Delivery Note A5 Duplicate Book Padded, Punched Built In Writing Shield, Protective Cover	Each	5		
256	Sharp EI-2607 Gy 2 Color 12 Digit Printing Calculator	Sharp EI-2607 Gy 2 Color 12 Digit Printing Calculator	Each	5		
257	A4 White Manilla	A4 White Manilla - Marlin Project Board (A4 210x297mm (160gsm)	Pack of 100	5		
258	A4 Pink Manilla	A4 Pink Manilla - Marlin Project Board (A4 210x297mm (160gsm)	Pack of 100	10		
259	A4 Blue Manilla	A4 Blue Manilla - Marlin Project Board (A4 210x297mm (160gsm)	Pack of 100	5		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
260	Manilla Folders	Manilla Folders (Blue) - Foolscap, 3 Scored And Slotted Tag Folders (180gsm)	Pack of 50	120		
261	Shiny S830 Custom Stamp	Shiny S830 Custom Stamp 75 X 38mm: Complete Stamp Including Body, Text Pad And Ink Pad	Each	5		
262	Pentel Fine Point Correction Pen	Pentel Fine Point Correction Pen Multi-Purpose Quick dry Metal Tip10	Each	15		
263	1UP Label	Labels Redfern 1up Label, No Border 99mm X 289mm	Pack of 1000	5		
264	Binder Fellowes	Binder Fellowes - Quasar + 500 Comb Binder	Each	5		
265	Clear Landscape Card Holders For Id Cards	Clear Landscape Card Holders For Id Cards	Pack of 100	100		
266	Standard White Pvc Cards	Standard White Pvc Cards Cr80 30 Mil Pure White Pvc Cards, For Sd160 Datacard Printer	Pack of 100	1000		
267	Datacard SD160	Datacard Sd160 Ymckt 250 Print Ribbon, Printer Model Number Px10:	Each	5		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
268	Whistles	Whistles - All-Purpose Plastic Whistle With A Lanyard – Assorted Colours	Each	10		
269	Tyvek Wristband	Tyvek Wristband Specials Pink	Pack of 100	50		
270	Tyvek Wristband	Tyvek Wristband Specials Red	Pack of 100	50		
271	Tyvek Wristband	Tyvek Wristband Specials Green	Pack of 100	50		
272	Tyvek Wristband	Tyvek Wristband Specials Blue	Pack of 100	50		
273	Tyvek Wristband	Tyvek Wristband Specials Yellow	Pack of 100	50		
274	Storage Boxes	Storage Boxes (Corrugated File Storage Box Collapsible) 90mmx375mmx265mm (W74c)	Each	1		
275	Buff Tape	Buff Tape 24mmx50m	Each	10		
276	Paper For Plotter	Paper For Plotter 80gx 841mmx50m Roll	Each	20		
277	Plotter Paper Bond Rolls	80gsm Plotter Paper Bond Rolls Size: 594mmx50m	Each	5		
278	Duct Tape	Duct Tape (Black) 48mm X 25m	Each	5		
279	Reflective Tape Amber	Reflective Tape Amber – 50mm X 45m	Each	10		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
280	C- Cell Batteries	C- Cell Batteries / C Battery Is A Standard Size Of Dry Cell Battery Typically Used In Medium-Drain Applications Such As Toys, Flashlights, And Musical Instruments	Each	10		
281	Trodat - Dial-A-Phrase Dater	Trodat - Dial-A-Phrase Dater • Dial-A-Phrase Date Stamp • Convenient • Frequently Used Office Phrases - Climate Neutral 869146 4817 Date 3.8mm In Height	Each	10		
282	Trodat Self Inking Municipal Invoice Stamp	Trodat Self Inking Municipal Invoice Stamp Trodat Printy 4926	Each	20		
283	Invoice Stamp	Invoice Stamp With Ink And Inkpad	Each	5		
284	A3 Tokay Green Board 160g	A3 Tokay Green Board 160g (Ream Of 500 Sheets)	500 Sheets	5		
285	Grip Carpenter Pencils	Grip Carpenter Pencils	Pack of 12	5		
286	Adhesive Clear Tape	Adhesive Clear Tape 48mm X 50mm Clear Tape	Each	5		
287	Desk Mat	Dark Brown Desk Mat (L 60cm X 30cm)	Each	5		
288	Tattle Tape Strips 3m	Tattle Tape Strips 3m Security Tape Strips Double Sided 1000 Units Per Box	Each	10		



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ITEM	DESCRIPTION	ITEM SPECIFICATION	UNIT OF MEASUREMENT	ESTIMATED QUANTITY	UNIT PRICE (INCL. VAT)	TOTAL PRICE (INCL. VAT)
289	A3 Laminating Machine	A3 Laminating Machine Suitable For Crafts Projects And Office Use. Style Laminator Easy To Use. Warms Up In 4 Minutes; Laminates Using Id To A3 Size Pouches Up To 250 Micron Thickness; With Cold Lamination Option For Laminating With Self Adhesive Pouches; Compact Design For Easy Storage; 1 Year Warranty. Must Include: Power Cord, Instruction Manual, 2104514eu, Hxwx: 60mm X 445mm X 140mm	Each	1		
TOTAL PRICE (INCL VAT) FOR ITEM 1 – 289						

PRINT NAME:			
CAPACITY:		Name of firm	
SIGNATURE:		DATE:	



16. DECLARATION BY TENDERER

I / We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I / We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of *my / our tender and that I / we elect *domicillium citandi et executandi* (physical address at which legal proceedings may be instituted) in the Republic at:

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

I / We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all the work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake(s) regarding price and calculations will be at my / our risk.

I / We furthermore confirm that my / our offer remains binding upon me / us and open for acceptance by the Purchases / Employer during the validity period indicated and calculated from the closing date of the bid.

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	
