



**jbmarks**  
LOCAL MUNICIPALITY  
*Marks of excellence.*

**JB MARKS LOCAL MUNICIPALITY**

**TENDER 59/2022: APPOINTMENT OF A PANEL OF 10 SUPPLIERS FOR THE SUPPLY AND DELIVERY OF STATIONERY, CARTRIDGES AND PRINTING PAPER FOR A PERIOD OF THREE YEARS.**

**CLOSING DATE: 10/05/2024**

**CLOSING TIME: 12H00**

**JB MARKS LOCAL MUNICIPALITY**

The Municipal Manager  
PO Box 113  
**POTCHEFSTROOM**  
2500

Contact Person:  
Ms SB Mongale  
Tel: (018) 299 5152

**NAME OF BIDDER:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TEL/Cell:** \_\_\_\_\_

**Email :** \_\_\_\_\_

**CSD SUPPLIER NO:** \_\_\_\_\_

**JB MARKS LOCAL MUNICIPALITY**

**TENDER 58/2022: A PANEL OF 10 SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY, CARTRIDGES AND PRINTING PAPER FOR A PERIOD OF THREE YEARS TO JB MARKS LOCAL MUNICIPALITY** must be placed in the tender box in room 315, Third Floor, Municipal Buildings, Dan Tloome Complex, corner of Sol Plaatjie Avenue and Wolmarans Street, Potchefstroom or addressed to PO Box 113, Potchefstroom, 2520. Tenders will be received until 12h00, **10/05/2024** and will be opened in public in the Committee Room, Municipal Offices, Dan Tloome Complex corner of Sol Plaatjie Avenue and Wolmarans Street, Potchefstroom.

Technical Specifications and more information can be obtained from Ms SB Mongale at Telephone number (018) 299 5152. No tender will be considered unless submitted on Council's official tender document. A tender which is late, incomplete, unsigned, or submitted by facsimile or electronically, will not be accepted.

**The tender document can be downloaded from E-TENDER Portal for FREE or at Municipal Offices for non-refundable fee of R 600.00**

**The validity period of this tender is 120 days after the closing date.**

The tender box will be emptied just after 12:00 on the closing date as above, hereafter all bids will be opened in public. Late tenders or tenders submitted by e-mail or fax will under no circumstances be accepted. Tenders shall be evaluated in terms of the Preferential Procurement Regulations, 2022 and SCM Policy. The tender will be evaluated on **FUNCTIONALITY ONLY**. The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points. Council reserves the right to accept any portion of any tender to appoint multiple suppliers and to waive any requirements as contained in the tender conditions

**Notice Number  
19/2024**

**KGOMOTSO KUMBE  
MUNICIPAL MANAGER**

## EVALUATION PROCESS AND CRITERIA

The following evaluation process and criteria will be used to evaluate all bids submitted:

### 1. Administrative Compliance

- 1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation. All the required returnable documents must be certified. Certification date should not be more than three months. This tender will be evaluated from Functionalities only.

### 1.2 BID REQUIREMENTS

Reference document	Compliance condition
CK1 & CK2	Attach certified company registration certificate
CSD Report	The bidder to attach the latest CSD report (not more than a week old before submission date).
Municipal rates and taxes or services accounts	The Bidder must attach municipal rates and taxes or service account of each the members (directors) and company from the municipality where you are residing and where the company operates, both of which must be not in arrears of 90 days or more. If you lease, please attach the account of the landlord so that it can be verified that the landlord is paying services to the municipality. Bidders who reside in a Residential or Business Estate/Complex, are expected to source the Municipal Accounts from their own Body Corporates.
J/V agreement	Did the bidder attach a joint venture agreement signed by authorized persons? If the agreement is not attached or signed, the bidder will be rendered Non-Responsive.
Authority for signatory	Has the bidder completed the form of authority for signatory and signed by the duly authorized person(s)/attached a letter of authority for signatory?
MBD 1	The Bidder must complete and sign Municipal Bidding Document (MBD) 1 Invitation to Bid.
MBD 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. In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
MBD4	Is the bidder or any of the company's directors, managers, principal shareholders, any spouse, child or parent of the company's directors in the service state?
MBD4	The Bidder must complete and sign the Declaration of Interest.
MBD 5	The Bidder has completed and signed MBD 5
MBD 6.1	The bidder must complete and sign the preference points claim form in terms of the PPPFA 2022
MBD8	The bidder must complete and sign the declaration of bidder's past supply management practices?
MBD9	The bidder must complete and sign certificate of independent bid determination?

ID Documents	The bidder must submit certified ID documents of members not more than three months before the closing date?
Prohibited bidder	The bidder must NOT be black-listed on National Treasury's database.
JV Requirements	In case of a JV has each partner must submit the following documents; CK1 & CK2, certified ID copies of each members of the JV not older than three months before the closing date of the bid, municipal rates and taxes or service accounts of each members & companies should not be in arrears 90 days or more, tax compliance status PIN, CSD, registration documents?, JV agreement signed by all parties (directors) and Authority for Signatory.
Initial Each page	Bidders must initial each page of the Tender Document, including all the returnable documents submitted as part of this Bid.
Declaration of Tenderer	The Bidder must complete and sign the declaration of tenderer and also be signed by the commissioner of oath.

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (JB MARKS LOCAL MUNICIPALITY)</b>					
BID NUMBER:	58/2022	CLOSING DATE:	10/05/2024	CLOSING TIME:	12:00
DESCRIPTION	<b>A PANEL OF 10 SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY, CARTRIDGES AND PRINTING PAPER FOR A PERIOD OF THREE YEARS TO JB MARKS LOCAL MUNICIPALITY</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

Tender Box is situated at the municipal offices, office 315, 3rd Floor, Dan Tloome Complex, Wolmarans Street, Potchefstroom, North West, 2520.

<b>SUPPLIER INFORMATION</b>			
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: <input type="text"/>
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 P ROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [ IF ANSWER YES, PART B:3 ]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	N/A
SIGNATURE OF BIDDER	.....		DATE

<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>			
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT	Finance	DEPARTMENT	Budget and Treasury Office
CONTACT PERSON	Ms Betty Mongale / Ms Tsholofelo Morebudi	CONTACT PERSON	Ms Betty Mongale / Ms Tsholofelo Morebudi
TELEPHONE NUMBER	018 299 5152/018 299 5225	TELEPHONE NUMBER	018 299 5152/018 299 5225
E-MAIL ADDRESS	mongales@jbmarks.gov.za tsholofelom@jbmarks.gov.za	E-MAIL ADDRESS	mongales@jbmarks.gov.za tsholofelom@jbmarks.gov.za

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</b>
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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.
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>

- |  |                          |                          |        |     |
|--|--------------------------|--------------------------|--------|-----|
| 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA  | <input type="checkbox"/> | <input type="checkbox"/> | (RSA)? | YES |
| NO   | <input type="checkbox"/> | <input type="checkbox"/> |        |     |
| 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?                 | <input type="checkbox"/> | <input type="checkbox"/> | YES    | NO  |
| 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE     | <input type="checkbox"/> | <input type="checkbox"/> | RSA?   |     |
| YES NO   | <input type="checkbox"/> | <input type="checkbox"/> |        |     |
| 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: .....

**TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations. Bids will not be considered if these requirements are not met.

1. Previously a taxpayer (bidder) was required to submit a valid, original paper Tax Clearance Certificate (TCC), the tax payer/ bidder MUST now submit TAX COMPLIANCE STATUS PIN number. Bids WILL NOT be considered if the correct PIN number and Tax Reference number are not included in this document.

2. The bidder (Name) ..... hereby grants JB MARKS Local Municipality permission to use the following TAX COMPLIANCE STATUS PIN number ..... With reference to the following Tax Reference number.....

3. The bidder (Name) ..... hereby further grants SARS permission to disclose the bidders TAX COMPLIANCE STATUS to JB MARKS Local Municipality on an on-going basis during the Contract Term.

4. A bidder who appoints a Sub-Contractor / Joint Venture / Consortia to execute a portion of a contract (Sub-Contractor in excess of National Treasury threshold) must ensure that each appointment is TAX COMPLIANT and remains TAX COMPLIANT for the duration of the contract. Successful bidders must provide JB MARKS Local Municipality authority from their appointments confirming that SARS may, on an on-going basis during the contract term, disclose the appointed Sub-Contractor / Joint Venture / Consortia TAX COMPLIANCE STATUS.

5. A bidder who acts on behalf of an undisclosed principal must disclose such a fact upon submission of a bid as well as identity of that principal. The TAX COMPLIANCE STATUS of that principal must be verified in the same manner as that of the bidder.

6. The TAX COMPLIANCE STATUS of all parties must be disclosed and verified if the bidder consists of a partnership and

7. A bidder who is not resident in the Republic of South Africa, must apply for TAX CLEARANCE at SARS.

SIGNATURE OF BIDDER ..... DATE: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

WITNESS 1 ..... DATE: .....

WITNESS 2 ..... DATE: .....



**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state.
- 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 the service of the state, it is required that the bidder or their authorised representative declare their position 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: \_\_\_\_\_

3.2 Identity Number: \_\_\_\_\_

3.3 Company Registration Number: \_\_\_\_\_

3.4 Tax Reference Number: \_\_\_\_\_

3.5 VAT Registration Number: \_\_\_\_\_

3.6 Are you presently in the service of the state? **YES/NO**

3.6.1 If so, furnish particulars.

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3.7 Have you been in the service of the state for the past twelve months? **YES/NO**

3.7.1 If so, furnish particulars.

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3.8 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**

3.8.1 If so, furnish particulars.

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In terms of the provisions of regulation 1 of the Municipal Supply Chain Management Regulations:

**“in the service of the state”** means to be –

- (a) a member of-
  - (i) any municipal;

- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Municipality 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) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

3.9 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**

3.9.1 If so, furnish particulars

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---

3.10 Are any of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.10.1 If so, furnish particulars.

---

---

3.11 Is any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in service of the state? **YES/NO**

3.11.1 If so, furnish particulars.

---

---

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

---

---

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

---

---

3.14 Do you or any of the directors, trustees, managers, principle 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**

3.14.1 If yes, furnish particulars:

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

**MBD 5 - DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (VAT INCLUDED)**

**For all procurement expected to exceed R10 million (VAT included), bidders must complete the following questionnaire:**

1 Are you by law required to prepare annual financial statements for auditing? **YES / NO**

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

.....  
.....  
.....

2 Do you have any outstanding undisputed commitments for municipal services towards a municipality or any other service provider in respect of which payment is overdue for more than 30 days?

**YES / NO**

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 days. 2.2 If yes, provide particulars.

.....  
.....  
.....  
.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

**YES / NO**

3.1 If yes, furnish particulars

.....  
.....  
.....  
.....

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic? **YES/NO**

4.1 If yes, furnish particulars

.....  
.....  
.....  
.....

**CERTIFICATION**

**I, THE UNDERSIGNED (NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS  
CORRECT.  
I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION  
PROVE TO BE FALSE.**

Signed: ..... Date: .....  
Name: ..... Position: .....  
Tenderer: .....

**MBD 6.1**

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

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

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

**THIS PANEL TENDER WILL BE EVALUATED ON FUNCTIONALITY AS OUTLINED ON PAGE 57 & 58 OF THIS DOCUMENT**

**1. GENERAL CONDITIONS**

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

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

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

- (a) Price; and
- (b) Specific Goals.

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

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific

goals are not claimed.

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

## 2. DEFINITIONS

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

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

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

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)
 \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

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

#### 3.2.1. POINTS AWARDED FOR PRICE

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

$$\mathbf{80/20} \qquad \mathbf{or} \qquad \mathbf{90/10}$$

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

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

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

**NOT APPLICABLE FOR THIS TENDER AS IT IS GOING TO EVALUATED ON FUNCTIONALITY AS OUTLINED ON PAGE 57 & 58**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Proof of Documents	No proof No points
1. Historically Disadvantaged Individual (Black Person)	5	10	1. Certified Identity Document.	N/A



2. Youth	1	2	2. Certified Identity Document.	N/A
3. Female Director	1	1	3. Certified Identity Document.	N/A
4. Disabled Director	1	1	4. A Medical Report and Functional Assessment report compiled by a medical practitioner recognised by the South African Social Security Agency (SASSA), confirming disability.	N/A
5. JB Marks Local Municipality	1	3	5. Municipal rates and taxes or service account OR Lease Agreement older than 6 months, with proof of payment from the landlord.	N/A
6. DR Kenneth Kaunda District	1	2	6. Municipal rates and taxes or service account OR Lease Agreement older than 6 months, with proof of payment from the landlord.	N/A
7. North West Province	0	1	7. Municipal rates and taxes or service account OR Lease Agreement older than 6 months, with proof of payment from the landlord.	N/A
<b>TOTAL SPECIFIC GOALS</b>	<b>10</b>	<b>20</b>		N/A

#### DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company

- (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

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

.....  
**SIGNATURE(S) OF TENDERER(S)**

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

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

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to ..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for Specific Goals Status Level of Contribution in terms of the Preferential Procurement Regulations 2022;
    - Declaration of interest;
    - Declaration of bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract;
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT): .....

CAPACITY: .....

SIGNATURE: .....

WITNESSES
1.....
2. ....

NAME OF FIRM: .....

DATE: .....

**CONTRACT FORM - PURCHASE OF GOODS/WORKS**

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

1. I..... in my capacity  
as.....accept  
your bid under reference number .....dated.....for the  
supply of goods/works indicated hereunder and/or further specified in the  
annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms  
and conditions of the contract, within 30 (thirty) days after receipt of an invoice  
accompanied by the delivery note.

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

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

SIGNED AT .....on.....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP  
....

WITNESSES	
1.	.....
2.	.....

**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:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. 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.**

Item	Question	Yes	No
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? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? (To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> , 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).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If 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 <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME)

..... CERTIFIES 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 PROVES TO BE FALSE.

Signature .....

Date .....

Name of Bidder .....

Position .....

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *pe 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:
  - a. take all reasonable steps to prevent such abuse;
  - b. 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
  - c. 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 (MBD9) must be completed and submitted with the bid:

**<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.**

**<sup>2</sup> 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.**



**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

---

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of

---

---

(Name of Bidder)

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:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) 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 consortium<sup>3</sup> 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:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) 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 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

.....  
Date

.....  
Position

.....  
Name of Bidder

**<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

**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. I / We further confirm that all the returnable documents (attachments) submitted belongs to me / our company and remains binding upon me / us.

I / We hereby acknowledge that the Municipality may reject the tender of the tenderer if any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors / members / partners to the JB Marks Local Municipality, or to any other municipality or municipal entity, are in arrears for more than 3 (three) months.

I, the undersigned, hereby declare that I am duly authorised to act on behalf 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.

.....  
Signature

.....  
Date

.....  
Name Print

.....  
Position

.....  
Name of Bidder

**COMMISSIONER OF OATHS**

Signed and sworn to before me at ....., on this day of .....  
20..... by the deponent, who has acknowledged that he/she knows and understands the contents of this affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

**COMMISSIONER OF OATHS: -**

**Signature:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Apply official stamp of authority on this page**

**NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT**  
**GOVERNMENT PROCUREMENT**  
**General Conditions of Contract**  
**TABLE OF CLAUSES**

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information inspection
6. Patent Rights
7. Performance security
8. Inspections, tests and analyses
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental Services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Variation orders
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Anti-dumping and countervailing duties and rights
25. Force Majeure
26. Termination for insolvency
27. Settlement of Disputes
28. Limitation of Liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. Transfer of contracts
34. Amendments of contracts

## 1. Definitions

1. The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the tendering documents for the receipt of tenders.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day.
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any tenderer, and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the tenderer of the benefits of free and open competition.

- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the tendering 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 goods covered by the tender will be manufactured.
- 1.17 "Local content" means that portion of the tendering price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in tendering documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Supplier" means the successful tenderer who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 "Tort" means in breach of contract.
- 1.27 "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.
- 1.28 "Written" or "in writing" means hand-written in ink or any form of electronic or mechanical writing.

## **2. APPLICATION**

- 2.1 These general conditions are applicable to all tenders, contracts and orders including tenders for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the tendering documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, 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 tendering documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a tender. Where applicable a non-refundable fee for documents may be charged.

3.2 Invitations to tender 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 tendering 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 so 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 tenderer 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:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the tendering documents or another form acceptable to the purchaser; or
- (b) 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. INSPECTION, TESTS AND ANALYSES

- 8.1 All pre-tendering testing will be for the account of the tenderer.
- 8.2 If it is a tender condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the tenderer or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the tendering 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.
- 8.4 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.
- 8.5 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.
- 8.6 Goods 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.



- 8.7 Any contract goods may on or after delivery be inspected, tested or analysed 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.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 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, if any, and in any subsequent instructions ordered by the purchaser.

## **10. DELIVERY AND DOCUMENTS**

- 10.1 Delivery of the goods and arrangements for shipping and clearance obligations shall be made by the supplier in accordance with the terms specified in the contract.

## **11. INSURANCE**

- 11.1 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**

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

## **13. INCIDENTAL SERVICES**

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

- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;

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

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:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts:

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

#### **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.

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 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 promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated.

## **17. PRICES**

17.1 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 tender, with the exception of any price adjustments authorized or in the purchaser's request for tender validity extension, as the case may be.

## **18. VARIATION ORDERS**

18.1 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**

19.1 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. SUBCONTRACTORS**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the tender. Such notification, in the original tender 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 goods 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 22.2 without the application of penalties.
- 21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods 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**

- 22.1 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:
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
  - (b) if the supplier fails to perform any other obligation(s) under the contract; or
  - (c) if the supplier, in the judgement 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 such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

#### **24. ANTIDUMPING AND COUNTERVAILING DUTIES AND RIGHTS**

24.1 When, after the date of tender, provisional payments are required, or anti-dumping 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 supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods 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**

26.1 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.

## **28. LIMITATION OF LIABILITY**

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

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

- (a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

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

- (a) 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
- (b) 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**

29.1 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**

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

## **31. NOTICES**

31.1 Every written acceptance of a tender 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 tender 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 tenderer whose tax matters are not in order. Prior to the award of a tender SARS must have certified that the tax matters of the preferred tenderer are in order.
- 32.4 No contract shall be concluded with any tenderer whose municipal rates and taxes and municipal services charges are in arrears.

### **33. TRANSFER OF CONTRACTS**

- 33.1 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**

- 34.1 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.

### SPECIFICATION AND PRICING SCHEDULE

- a. Pricing is not required for establishing this panel.
- b. Once a Panel is Established Quotations will be sourced from successful bidders
- c. The specification is not limited to the items specified below. Client may at any time when there is a need, request for Stationery that might not be listed under specified items in this document.
- d. Only SABS approved items will be acceptable.

### APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY, CARTRIDGES AND PRINTING PAPER FOR A PERIOD OF THREE YEARS TO JB MARKS LOCAL MUNICIPALITY

ITEM	DESCRIPTION	ESTIMATED QUANTITY / ANNUM	PRICE PER UNIT/KG/L	TOTAL PRICE / ANNUM
1.	STAEDLER /EQUIVALENT HB PENCIL	1000	N/A	N/A
2.	CORRECTION FLUID	1000	N/A	N/A
3.	PENDEL / EQUIVALENT FINE POINT CORRECTION PEN	1000	N/A	N/A
4.	PENDEL /EQUIVALENT CORRECTION TAPE 5MM X 5 MM	1000	N/A	N/A
5.	PENDEL CORRECTIONAL PEN EXTRA FINE POINT	1000	N/A	N/A
6.	PENDEL ENERGEL METAL TIP - BLACK	1000	N/A	N/A
7.	PENDEL ENERGEL METAL TIP - RED	1000	N/A	N/A
8.	PENDEL ENERGEL METAL TIP - BLUE	1000	N/A	N/A
9.	PENDEL ENERGEL RETRACTABLE REFILL -BLACK	1000	N/A	N/A
10.	PENDEL ENERGEL RETRACTABLE REFILL -RED	1000	N/A	N/A
11.	PENDEL ENERGEL RETRACTABLE REFILL -BLUE	1000	N/A	N/A
12.	PERMANENT MARKER BLACK	1000	N/A	N/A
13.	PERMANENT MARKER BLUE	1000	N/A	N/A
14.	PERMANENT MARKER GREEN	1000	N/A	N/A
15.	PERMANENT MARKER RED	1000	N/A	N/A
16.	UNIBALL EYE MICRO PEN - BLACK	1000	N/A	N/A
17.	HIGHLIGHTER BLUE (BOX)	1000	N/A	N/A
18.	HIGHLIGHTER YELLOW (BOX)	1000	N/A	N/A



19.	HIGHLIGHTER PINK (BOX)	1000	N/A	N/A
20.	HIGHLIGHTER ORANGE (BOX)	1000	N/A	N/A
21.	HIGHLIGHTER GREEN (BOX)	1000	N/A	N/A
22.	PILOT / EQUIVANT BL-G2-3-B BLACK PEN (BOX)	1000	N/A	N/A
23.	PILOT G2-05 BALL POINT FINE 0.7 BLACK/EQUIVALENT	1000	N/A	N/A
24.	PILOT G2-05 BALL POINT FINE 0.5 BLACK/EQUIVALENT	1000	N/A	N/A
25.	PILOT V BALL GRIP 0.5MM BLACK PEN	1000	N/A	N/A
26.	PILOT G2-05 BALL POINT FINE 0.5 RED/EQUIVALENT	1000	N/A	N/A
27.	BIC CLICK PEN - BLACK	1000	N/A	N/A
28.	UNIBALL EYE FINE PEN - WATERPROOF BLACK	1000	N/A	N/A
29.	UNIBALL EYE FINE PEN - WATERPROOF RED	1000	N/A	N/A
30.	PENTEL E -SHAP MECHANICAL PENCIL BLUE/EQUIVALENT	1000	N/A	N/A
31.	MAXIFLO PUMP ACTION PERMANENT MARK BLACK/EQUIVALENT	1000	N/A	N/A
32.	ARTLINE 90 RED	1000	N/A	N/A
33.	ARTLINE 90 BLACK	1000	N/A	N/A
34.	ARTLINE 90 GREEM	1000	N/A	N/A
35.	ARTLINE 725 SUPERFINE MARKER BLACK	1000	N/A	N/A
36.	ARTLINE 725 SUPERFINE MARKER RED	1000	N/A	N/A
37.	WHITE BOARD MARKER(BOX OF ASSORTED COLOURS )	1000	N/A	N/A
38.	FLIPCHART MARKER ARTLINE 370 (BOX OF ASSORTED COLOURS )	1000	N/A	N/A
39.	PARROT/EQUIVALENT WHITE BOARD MARKER (RED)	1000	N/A	N/A
40.	PARROT/EQUIVALENT WHITE BOARD MARKER (GREEN)	1000	N/A	N/A
41.	PARROT/EQUIVALENT WHITE BOARD MARKER (BLUE)	1000	N/A	N/A
42.	PARROT/EQUIVALENT WHITE BOARD MARKER (BLACK)	1000	N/A	N/A
43.	ARTLINE CHISELPOINT EK90	1000	N/A	N/A
44.	ARTLINE BULLET POINT EK90	1000	N/A	N/A
45.	BIC ORANGE FINE BALL POINT PEN (BLACK)	1000	N/A	N/A

46.	BIC ORANGE FINE BALL POINT PEN (BLUE)	1000	N/A	N/A
47.	BIC CRYSTAL BALL PEN EXTRA LIFE MEDIUM 100MM	1000	N/A	N/A
48.	BIC CLICK BALL PEN MEDIUM 100MM	1000	N/A	N/A
49.	STEADLER/EQUIVALENT MIX COLOUR PENS BALL 432	1000	N/A	N/A
50.	PENCIL 3H/HB	1000	N/A	N/A
51.	BPGP-10R-M-B PILOT PEN SUPER CRIP	1000	N/A	N/A
52.	TECHNICLICK PENTEL/EQUIVALENT PENCIL	1000	N/A	N/A
53.	0.5MM HB PENTEL REFILL LEADS	1000	N/A	N/A
54.	BIC CLICK MEDIUM BALL PEN BLACK ORIGINAL 60 MEDIUM (1.0MM)	1000	N/A	N/A
55.	BIC CLICK MEDIUM BALL PEN RED ORIGINAL 60 MEDIUM (1.0MM)	1000	N/A	N/A
56.	PENFLEX / EQUIVALENT PERMANENT MARKER	1000	N/A	N/A
57.	BLACK MARKER PENS :PENTEL MAXIFLO NLF50 -A	1000	N/A	N/A
58.	STABILO BOSS HIGH LITER PENS :YELLOW/ORANGE/BLUE	1000	N/A	N/A
59.	POST-IT STICKERS (ASSORTED COLOURS)	1000	N/A	N/A
60.	FILM INDEX (STICKER)	1000	N/A	N/A
61.	PRINTED FLAGS (SIGN HERE)	1000	N/A	N/A
62.	PRINTED FLAGS (URGENT)	1000	N/A	N/A
63.	LAZER LABELS 105 X 37 MM 16 UP REDFERN	1000	N/A	N/A
64.	STICK 'N POP-UP FLAGS 42 X 12MM	1000	N/A	N/A
65.	POST IT CUBE 76 X 76MM	1000	N/A	N/A
66.	WHITE CUBE REFILL BOX (PACKETS)	1000	N/A	N/A
67.	POP-UP FLAGS STICK	1000	N/A	N/A
68.	STICK NOTE 76 X 76	1000	N/A	N/A
69.	LESTAT FILM INDEX FLAGS 40MM X 12MM -SELF ADHESIVE (PACKET)	1000	N/A	N/A
70.	STICKY CUBES ASSORTED COLOURS	1000	N/A	N/A
71.	STICK N FILM INDEX	1000	N/A	N/A
72.	ENVELOPE A4 SELF SEAL (BOX) BROWN	1000	N/A	N/A

73.	ENVELOPE A5 SELF SEAL (BOX) BROWN	1000	N/A	N/A
74.	ENVELOPE A5 SELF SEAL (BOX) WHITE	1000	N/A	N/A
75.	ENVELOPE A5 SELF SEAL (BOX) WHITE	1000	N/A	N/A
76.	ENVELOPE WHITE C6 114 x 162MM SELF SEAL	1000	N/A	N/A
77.	ENVELOPE C4 324 X 227	1000	N/A	N/A
78.	ENVELOPE B4 – 11	1000	N/A	N/A
79.	ENVELOPE B5	1000	N/A	N/A
80.	ENVELOPEC3 458 X 324	1000	N/A	N/A
81.	ENVELOPE 110 X 220	1000	N/A	N/A
82.	ENVELOPE 114 X 162 (LOOSE)	1000	N/A	N/A
83.	MEECO EXPANDABLE DOCUMENT ENVELOPE ZQ340	1000	N/A	N/A
84.	BROWN A4 ENVELOPES (BOX)	1000	N/A	N/A
85.	ENVELOPE 324 X 277	1000	N/A	N/A
86.	B4 WHITE SELF SEAL OPEN SHORT SIDE ENVELOPE (BOX)	1000	N/A	N/A
87.	DLB WHITE OPAQUE SELF SEAL ENVELOPE (BOX)	1000	N/A	N/A
88.	BS MANILLA SELF SEAL OPEN SHORT SIDE ENVELOPE (BOX)	1000	N/A	N/A
89.	LC6 WHITE OPAQUE SELF SEAL 114 X 162MM (BOX)	1000	N/A	N/A
90.	C4 WHITE SELF SEAL ENVELOPE (BOX)	1000	N/A	N/A
91.	C4 MANILLA SELF SEAL (BOX)	1000	N/A	N/A
92.	DLB MANILLA SELF SEAL ENVELOPE	1000	N/A	N/A
93.	MERPAK C4 POCKET WHITE SIMPLI STIK ENVELOPE 324 X 229 MM (BOX)	1000	N/A	N/A
94.	GRIPBINDERS 649 76MM (BOX – 100)	1000	N/A	N/A
95.	GRIPBINDERS 647 51MM (BOX – 100)	1000	N/A	N/A
96.	GRIPBINDERS 646 38MM (BOX – 100)	1000	N/A	N/A
97.	GRIPBINDERS 645 32MM (BOX – 100)	1000	N/A	N/A
98.	GRIPBINDERS 644 25MM (BOX – 100)	1000	N/A	N/A
99.	GRIPBINDERS 643 19MM (BOX – 100)	1000	N/A	N/A

100.	DONAU/EQUIVALENT RINGBINDER 2 RING 30MM PVC (ORANGE)	1000	N/A	N/A
101.	DONAU/EQUIVALENT RINGBINDER 2 RING 30MM PVC (BLUE)	1000	N/A	N/A
102.	PAPER CLIP (LARGE-PLASTIC COATED)	1000	N/A	N/A
103.	PAPER CLIP (SMALL-PLASTIC COATED)	1000	N/A	N/A
104.	PAPER CLIPS SMALL	1000	N/A	N/A
105.	PAPER CLIPS BIG	1000	N/A	N/A
106.	GEM CLIPS /EQUIVALENT	1000	N/A	N/A
107.	FILE FASTENERS	1000	N/A	N/A
108.	RING BINDER (MEDIUM FILE)	1000	N/A	N/A
109.	BULL DOG CLIPS 75MM (BOX)	1000	N/A	N/A
110.	BULL DOG CLIPS 63MM (BOX)	1000	N/A	N/A
111.	BULL DOG CLIPS 50MM (BOX)	1000	N/A	N/A
112.	BULL DOG CLIPS SMALL (BOX)	1000	N/A	N/A
113.	LARGE GEM CLIP – TREELINE 33MM	1000	N/A	N/A
114.	PAPER CLIP HOLDER	1000	N/A	N/A
115.	PAPERCLIP WAVY GEM CLIP 77MM (PACKETS)	1000	N/A	N/A
116.	PAPERCLIP GIANT – SILVER 50MM (PACKETS)	1000	N/A	N/A
117.	A4 COMB BINB RING PLASTIC – WHITE 100 SETS (10MM X 65)	1000	N/A	N/A
118.	A4 COMB BINB RING PLASTIC – BLACK 100 SETS (10MM X 65)	1000	N/A	N/A
119.	TREELINE/EQUIVALENT FILE FASTNER (80MM – 50 SETS)	1000	N/A	N/A
120.	COLOUR PAPER CLIP (50MM – 100 PIECES)	1000	N/A	N/A
121.	COLOUR PAPER CLIP (33MM – 100 PIECES)	1000	N/A	N/A
122.	GIANT GEM PAPER CLIPS (50MM – 100 PIECES)	1000	N/A	N/A
123.	WAVY PAPER CLIPS 77MM	1000	N/A	N/A
124.	TOWER RING REINFORCEMENTS (250 SETS)	1000	N/A	N/A
125.	INVISIBLE CLEAR MATT ADHESIVE TAPE 12 X 50	1000	N/A	N/A
126.	SELLOTAPE MAGIC TAPE 18 X 20 3M	1000	N/A	N/A

127.	FILM INDEX REPOSITIONABLE SELF – ADHESIVE	1000	N/A	N/A
128.	BUFF/H (BROWN TAPE)	1000	N/A	N/A
129.	THICK DOUBLE SIDED TAPE	1000	N/A	N/A
130.	CLEARPACK TAPE 48X50	1000	N/A	N/A
131.	SELLOTAPE 24X50	1000	N/A	N/A
132.	BUFF TAPE 48X50	1000	N/A	N/A
133.	SELLOTAPE 12 X 50	1000	N/A	N/A
134.	MAGIC TAPE SCOTCH 12MM X 50MM	1000	N/A	N/A
135.	SCOTCH MAGIC TAPE 810	1000	N/A	N/A
136.	CLEAR SELLOTAPE 66M	1000	N/A	N/A
137.	BROWN SELLOTAPE 48 X 50	1000	N/A	N/A
138.	PRESTIK	1000	N/A	N/A
139.	PRITT GLUE STICK 40G	1000	N/A	N/A
140.	GLUE STICK	1000	N/A	N/A
141.	TIPP – EX	1000	N/A	N/A
142.	TIPP – EX CORRECTION PEN	1000	N/A	N/A
143.	PRITT GLUE STICK 43 GRAM	1000	N/A	N/A
144.	STEADLER / EQUIVALENT PRESTIK 100G	1000	N/A	N/A
145.	BOSTIK CLEAR	1000	N/A	N/A
146.	BOSTIK PRESTIK 100G	1000	N/A	N/A
147.	PUNCHER KANGAROO DP-720	1000	N/A	N/A
148.	HEAVY DUTY PUNCHER	1000	N/A	N/A
149.	REXEL NO.56 X 5000 STAPLES / EQUIVALENT	1000	N/A	N/A
150.	HEAVY DUTY STAPLE GUN	1000	N/A	N/A
151.	KANGARO STAPLE REMOVER SR-45	1000	N/A	N/A
152.	STAPLE REMOVERS	1000	N/A	N/A
153.	STAPLES NO.56 (6MM 26/6)	1000	N/A	N/A
154.	STAPLES 26/6 BOX OF 5000 REXEL NO. 56/ EQUIVALENT	1000	N/A	N/A
155.	KANGARO DS-435 STAPLER	1000	N/A	N/A
156.	RAPID STAPLER PLIER NO. 1	1000	N/A	N/A
157.	STAPLER METAL FULL STRIP – 20 SHEETS CAPACITY	1000	N/A	N/A
158.	REXEL STAPLES 23/10 BOX OF 1000	1000	N/A	N/A

159.	REXEL / EQUIVALENT STAPELS NO.66/11	1000	N/A	N/A
160.	KANGARO STAPLE REMOVER SR 300	1000	N/A	N/A
161.	REXEL STAPLER – FULL STRIP	1000	N/A	N/A
162.	HEAVY DUTY 9/16 KANGARO STAPLES -10 X 100	1000	N/A	N/A
163.	KANGARO PUNCH DP-520 (2.5MM)	1000	N/A	N/A
164.	STAPLES NO.66/14	1000	N/A	N/A
165.	MARLIN PROJECTS BOARD BRIGHT GREEN A4 100 SHEETS	1000	N/A	N/A
166.	PASTEL/EQUIVALENT PAPER A4 – BLUE	1000	N/A	N/A
167.	PASTEL/EQUIVALENT PAPER A4 – GREEN	1000	N/A	N/A
168.	PASTEL/EQUIVALENT PAPER A4 – PINK	1000	N/A	N/A
169.	HARD COVERS 172 PAGES	1000	N/A	N/A
170.	FLASH DRIVE 16 G	1000	N/A	N/A
171.	2Q/TREELINE HARD COVER BOOK 192 PAGES	1000	N/A	N/A
172.	A5 PAD REGENCY	1000	N/A	N/A
173.	BANTEX A4 DOCUMENT WALLET BRIGHT KRAFT 250GSM/EQUIVALENT	1000	N/A	N/A
174.	NOTE BOOK( A5 Writing pads)	1000	N/A	N/A
175.	EXAMINATION PAD	1000	N/A	N/A
176.	PASTEL NOTES PAD / EQUIVALENT	1000	N/A	N/A
177.	FLIPCHART PAD	1000	N/A	N/A
178.	EXAMINATION PAD	1000	N/A	N/A
179.	LASER-COPIER INJET LABELS - 100 A4 SHEETS – UNCUT 210 X 297 MM	1000	N/A	N/A
180.	2Q/TREELINE HARD COVER BOOK 192 PAGES	1000	N/A	N/A
181.	CROXLEY MINUTE BOOK JD 168M/EQUIVALENT	1000	N/A	N/A
182.	NOTE PAD COMPACT MEDIUM SIZE	1000	N/A	N/A
183.	A4 FLASH NOTE BOOK	1000	N/A	N/A
184.	DAIRIES A5 WITH MUNICIPAL LOGO	1000	N/A	N/A
185.	DAIRIES A4 WITH MUNICIPAL LOGO	1000	N/A	N/A

186.	TREELINE EQUIVALENT SHORT HAND NOTEBOOK 144 PAGES WITH RINGBINDER	1000	N/A	N/A
187.	TREELINE A5 192 PAGES MANUSCRIPT BOOK	1000	N/A	N/A
188.	TREELINE A4 288PAGES MANUSCRIPT BOOK	1000	N/A	N/A
189.	INDEX PEN CARBON BOOK DUPLICATE JD16 A6L-100 SHEETS FEINT	1000	N/A	N/A
190.	CARBON PAPER TREFOIL 330X215MM A4	1000	N/A	N/A
191.	CARBON PAPER TREFOIL 330X215MM SMALL	1000	N/A	N/A
192.	A4 CARDBOARD SHEET	1000	N/A	N/A
193.	A3 CARDBOARD SHEET	1000	N/A	N/A
194.	LAMINATING SHEETS A3	1000	N/A	N/A
195.	LAMINATING SHEETS A5	1000	N/A	N/A
196.	LAMINATING SHEETS A4	1000	N/A	N/A
197.	WIRE BOUND NOTE BOOK -100P	1000	N/A	N/A
198.	A6 MEMO BOOK -144P	1000	N/A	N/A
199.	A4 PROJECT BOARD YELLOW – 100 SHEETS (210 X 297 MM)	1000	N/A	N/A
200.	A4 PROJECT BOARD BLUE – 100 SHEETS (210 X 297 MM)	1000	N/A	N/A
201.	A4 PROJECT BOARD GREEN – 100 SHEETS (210 X 297 MM)	1000	N/A	N/A
202.	A4 PROJECT BOARD ORANGE – 100 SHEETS (210 X 297 MM)	1000	N/A	N/A
203.	A4 PROJECT BOARD PINK – 100 SHEETS (210 X 297 MM)	1000	N/A	N/A
204.	COUNTER BOOK FEINT & MARGIN – 192 PGS	1000	N/A	N/A
205.	LAMINATING POUCHES : SIZE 65MM X 95MM	1000	N/A	N/A
206.	CROXLEY PEN CARBON BOOKS - TRIPLICATE	1000	N/A	N/A
207.	RECEIPT BOOK	1000	N/A	N/A
208.	ARCH FILE PVC 70 (BLUE)	1000	N/A	N/A
209.	LEVER ARCH A4 FILE	1000	N/A	N/A
210.	LEVER ARCH FILE BSC – NO LOGO	1000	N/A	N/A
211.	LA/PVC/M/BLACK DONAU LEVER ARCH FILE 50MM/EQUIVALENT	1000	N/A	N/A
212.	LEVER ARCH MINI FILE 40MM	1000	N/A	N/A
213.	FILING POCKETS A4 – 100 PIECES	1000	N/A	N/A

214.	SPIRAL FILE (YELLOW)	1000	N/A	N/A
215.	BOX FILE WITH DUST COVERS	1000	N/A	N/A
216.	ACCEBLE FILE ASSORTED COLOURS	1000	N/A	N/A
217.	100 POCKET PVC FILLING GLOSS CLEAR A4 OPEN TOP	1000	N/A	N/A
218.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (YELLOW)	1000	N/A	N/A
219.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (BLUE)	1000	N/A	N/A
220.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (PINK)	1000	N/A	N/A
221.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (LIME)	1000	N/A	N/A
222.	LA/LAB/12/GREENLEVER ARCH LABELS ASSORTED COLOUR 12 PER X 3 PACKETS (PURPLE)	1000	N/A	N/A
223.	CROXLEY / EQUIVALENT S1007 LEVER ARCH FILE (NON-INDEX) A4 50MM	1000	N/A	N/A
224.	CROXLEY / EQUIVALENT S1007 LEVER ARCH FILE (NON-INDEX) A4 70MM	1000	N/A	N/A
225.	A4 PLASTIC MULTI PUNCHED POCKETS (100 /PACK)	1000	N/A	N/A
226.	PLASTIC POCKET FILE	1000	N/A	N/A
227.	PVC POCKET CLEAR	1000	N/A	N/A
228.	TREELINE / EQUIVALENT ACCESSIBLE FILE (FOOLSCAP WITH METAL PRONG & FASTNER)	1000	N/A	N/A
229.	A4 FILE DIVIDER – NUMBERS	1000	N/A	N/A
230.	A4 FILE DIVIDER – MONTHS	1000	N/A	N/A
231.	A4 FILE DIVIDER – ALFABETIC	1000	N/A	N/A
232.	A4 FILE DIVIDER – BLANK	1000	N/A	N/A
233.	A4 INDEX (1-10) TAB RAINBOW PVC DIVIDERS	1000	N/A	N/A
234.	BANTEX / EQUIVALENT A4 INDEX (A-Z) DIVISION PVC FILE DIVIDER	1000	N/A	N/A
235.	PILOT MEDIUM RUBBER BL-G2-7/EQUIVALENT	1000	N/A	N/A
236.	PILOT MEDIUM RUBBER GRIP BPS-GP-M-B/EQUIVALENT	1000	N/A	N/A
237.	FOLDERS 2 FOLD BRIGHT COLOURS- PACK OF 100 YELLOW	1000	N/A	N/A
238.	OFFICE RUBBER BAND SIZE.18	1000	N/A	N/A



239.	RUBBER BAND 1 KG SIZE 38	1000	N/A	N/A
240.	RUBBER BAND 1KG SIZE 34	1000	N/A	N/A
241.	BANTEX /EQUIVALENT SCISSOR 21 CM STAINLESS STEEL	1000	N/A	N/A
242.	DESK LETTER TRAY	1000	N/A	N/A
243.	DESK LETTER TRAY RISERS DRAWING PINS	1000	N/A	N/A
244.	STEADLER ERASER T20/ EQUIVALENT	1000	N/A	N/A
245.	SCISSOR –ORANGE HANDLE 165MM	1000	N/A	N/A
246.	SHARPNER	1000	N/A	N/A
247.	BOSTIK	1000	N/A	N/A
248.	ENDORING INK	1000	N/A	N/A
249.	STAMP PADS	1000	N/A	N/A
250.	A4 BUTTERFLY PASTEL BOARDS 100'S	1000	N/A	N/A
251.	A4 BUTTERFLY BRIGHT BOARDS 100'S	1000	N/A	N/A
252.	RUBBERBAND TREFOIL 100G RUB 34	1000	N/A	N/A
253.	SCISSOR – BIG	1000	N/A	N/A
254.	HELIX OXFORD/ EQUIVALENT SINGLE HOLE SHARPNER	1000	N/A	N/A
255.	STEADLER/EQUIVALENT HOLE TUD SHARPNER	1000	N/A	N/A
256.	PARROT/EQUIVALENT WHITE BOARD CLEANER – 250ML BOTTLE	1000	N/A	N/A
257.	PARROT / EQUIVALENT MAGNETIC WHITE BOARD ERASER 145 X 55MM	1000	N/A	N/A
258.	ERASER	1000	N/A	N/A
259.	RULERS-30CM LONG	1000	N/A	N/A
260.	CALCULATER 10 DIGITS	1000	N/A	N/A
261.	DESIFIX - 30 METER	1000	N/A	N/A
262.	ENDORING INK - 30ML BOTTLE (BLACK)	1000	N/A	N/A
263.	ENDORING INK – 30ML BOTTLE (RED)	1000	N/A	N/A
264.	MEECO/EQUIVALENT QUOTATION FOLDER ECONOMY –ANY COLOUR	1000	N/A	N/A
265.	SCJ3017R – SLIDER RAVE	1000	N/A	N/A
266.	191023 – SLIDER RING LINER	1000	N/A	N/A

267.	PARROT HEXAGONAL PINS (BOX)	1000	N/A	N/A
268.	THUMB TACKS DRAWING PINS	1000	N/A	N/A
269.	MAPPINS ASSORT COLOURS	1000	N/A	N/A
270.	MOUSE PAD	1000	N/A	N/A
271.	FINGER CONE SIZE 0 (GREEN)	1000	N/A	N/A
272.	FILE FASTENER 80MM	1000	N/A	N/A
273.	PAPER BINDERS -19MM	1000	N/A	N/A
274.	PAPER BINDERS – 25MM	1000	N/A	N/A
275.	WRAP KRAFT – TO COVER BOOK	1000	N/A	N/A
276.	PLASTIC – TO COVER BOOKS	1000	N/A	N/A
277.	STAMP – PRINTER 60-DATER	1000	N/A	N/A
278.	LARGE GEM CLIPS – 33CM	1000	N/A	N/A
279.	GIANT GEM CLIPS – 50MM	1000	N/A	N/A
280.	WAVY GEM CLIPS – 77MM	1000	N/A	N/A
281.	NATURAL RUBBER BANDS -100 GRAMS	1000	N/A	N/A
282.	EASI – FIX	1000	N/A	N/A
	VERSAFILE TABS & INSERTS FOR SUSPENS	1000	N/A	N/A
	<b>Total Exc Vat</b>			
	<b>Vat 15%</b>			
	<b>Total Incl Vat</b>			

### CARTRIDGE

1	SAMSUNG MAGENTA TONER – CLT Y406S (YELLOW)	1000	N/A	N/A
2	SAMSUNG TONER – CLT Y406S (BLUE)	1000	N/A	N/A
3	SAMSUNG TONER – CLT Y406S (BLACK)	1000	N/A	N/A
4	SAMSUNG TONER – CLT Y406S (MAGENTA)	1000	N/A	N/A
5.	HP LASERJET TONER P1102/P1102W	1000	N/A	N/A
6	HP LAZERJET 1018 BLACK	1000	N/A	N/A
7	HP 920XL BLACK OFFICEJET CARTRIDGE	1000	N/A	N/A

8	HP 920XL BLUE OFFICEJET CARTRIDGE	1000	N/A	N/A
9	HP 920XL YELLOW OFFICEJET CARTRIDGE	1000	N/A	N/A
10	HP 920XL MAGENTA OFFICEJET CARTRIDGE	1000	N/A	N/A
11	HP 201A BLACK CF400A	1000	N/A	N/A
12	HP 201A CYAN CF401A	1000	N/A	N/A
13	HP 201A MAGENTA CF403A	1000	N/A	N/A
14	HP 201A YELLOW CF402A	1000	N/A	N/A
15	HP Q5949A LASERJET 1160/1320 BLACK	1000	N/A	N/A
16	HP LASERJET CE285A BLACK	1000	N/A	N/A
17	HP LASEJET 2430TN	1000	N/A	N/A
18	HP CARTRIDGE 1020	1000	N/A	N/A
19	05A LASEJET	1000	N/A	N/A
20	SAMSUNG MLT – D 117S	1000	N/A	N/A
21	HP 652 BLACK	1000	N/A	N/A
22	HP 652 TRI-COLOUR	1000	N/A	N/A
23	HP12A BLACK	1000	N/A	N/A
24	HP 35A BLACK	1000	N/A	N/A
25	HP 78A BLACK	1000	N/A	N/A
26	HP 05 BLACK	1000	N/A	N/A
27	HP 85A BLACK	1000	N/A	N/A
28	HP 650 BLACK	1000	N/A	N/A
29	HP 650 TRI - COLOUR	1000	N/A	N/A
30	HP 683X BLACK	1000	N/A	N/A
31	HP 201A BLACK	1000	N/A	N/A
32	HP 201A CYAN	1000	N/A	N/A
33	HP 201A YELLOW	1000	N/A	N/A
34	HP 201A MAGENTA	1000	N/A	N/A
35	LEXMARK E120	1000	N/A	N/A
36	HP LASERJET PRO MFP M225DN – HP 83 A : CF283A	1000	N/A	N/A
37	HP LASERJET PRO P1566 – HP 78A : CE278A	1000	N/A	N/A
38	HP LASERJET PRO 1018 – Q2612A	1000	N/A	N/A
39	HP DESKJET 1050A 122 XL BLACK INJET CARTRIDGE : CH563HE	1000	N/A	N/A

40	HP DESKJET 1050A 122 XL TRI-COLOUR INJET CARTRIDGE : CH564HE	1000	N/A	N/A
41	HP OFFICEJET J3680 21 XL BLACK INJET CARTRIDGE : C9351AE	1000	N/A	N/A
42	HP OFFICEJET J3680 22 XL TRI-COLOUR INJET CARTRIDGE : C9352	1000	N/A	N/A
43	CANON MB2140 1400 XL BLACK	1000	N/A	N/A
44	CANON MB2140 1400 XL CYAN	1000	N/A	N/A
45	CANON MB2140 1400 XL MAGENTA	1000	N/A	N/A
46	CANON MB2140 1400 XL YELLOW	1000	N/A	N/A
47	SAMSUNG M2020 – MLTD 111L	1000	N/A	N/A
48	SAMSUNG CLP – 365 W TONER BLACK : CLTK406S	1000	N/A	N/A
49	SAMSUNG CLP – 365 W TONER CYAN : CLTC406S	1000	N/A	N/A
50	SAMSUNG CLP – 365 W TONER MAGENTA : CLTM406S	1000	N/A	N/A
51	SAMSUNG CLP – 365 W TONER YELLOW : CLTY406S	1000	N/A	N/A
52	HP LASERJET CARTRIDGE 12A – Q2612A BLACK	1000	N/A	N/A
53	HP LASERJET CARTRIDGE 85A – H-CE285A BLACK	1000	N/A	N/A
54	HP LASERJET CARTRIDGE CF226A BLACK	1000	N/A	N/A
55	SAMSUNG CLP – C406S	1000	N/A	N/A
56	SAMSUNG CLP – M406S	1000	N/A	N/A
57	SAMSUNG CLP – Y406S	1000	N/A	N/A
58	SAMSUNG CLP – K406S	1000	N/A	N/A
59	HP LASERJET 05A – CE505A	1000	N/A	N/A
60	SAMSUNG CLT – M504S	1000	N/A	N/A
61	SAMSUNG CLT – C504S	1000	N/A	N/A
62	SAMSUNG CLT – K504S	1000	N/A	N/A
63	HP LASERJET M1212NF MFP – CE 285A	1000	N/A	N/A
64	HP LASERJET P2055 – CE 505A	1000	N/A	N/A
65	HP LASERJET PRO MFP M280NW 203A	1000	N/A	N/A
66	HP LASERJET 85A – CE 285A	1000	N/A	N/A
67	HP LASERJET 131A – CF212A	1000	N/A	N/A
68	HP LASERJET 131A – CF213A	1000	N/A	N/A

69	HP LASERJET 131A – CF211A	1000	N/A	N/A
70	HP LASERJET 131A – CF210A	1000	N/A	N/A
71	HP LASERJET 85A –CE285AF	1000	N/A	N/A
72	HP LASERJET P1566	1000	N/A	N/A
73	HP LASERJET CF217AC - 17A	1000	N/A	N/A
74	HP LASERJET Q2612AD – 12A	1000	N/A	N/A
75	HP LASERJET CE285A – 85A	1000	N/A	N/A
76	SAMSUNG MLT – D – 111S	1000	N/A	N/A
77	SAMSUNG MLT – D – 101S	1000	N/A	N/A
78	HP KYOCERA 2550CI - BLACK	1000	N/A	N/A
79	HP KYOCERA 2550CI - YELLOW	1000	N/A	N/A
80	HP KYOCERA 2550CI - CYAN	1000	N/A	N/A
81	HP KYOCERA 2550CI - MAGENTA	1000	N/A	N/A
82	HP KYOCERA 306CI -BLACK	1000	N/A	N/A
83	HP KYOCERA 306CI - YELLOW	1000	N/A	N/A
84	HP KYOCERA 306CI - CYAN	1000	N/A	N/A
85	HP KYOCERA 306CI - MAGENTA	1000	N/A	N/A
86	HP KYOCERA 266CI -BLACK	1000	N/A	N/A
87	HP KYOCERA 266CI - YELLOW	1000	N/A	N/A
88	HP KYOCERA 266CI - CYAN	1000	N/A	N/A
89	HP KYOCERA 266CI - MAGENTA	1000	N/A	N/A
90	HP KYOCERA FS 1125 - BLACK	1000	N/A	N/A
91	HP KYOCERA FS 1125 - BLACK	1000	N/A	N/A
92	HP 400 – BLACK	1000	N/A	N/A
93	HP 400 – YELLOW	1000	N/A	N/A
94	HP 400 – CYAN	1000	N/A	N/A
95	HP 400 - MAGENTA	1000	N/A	N/A
96	HP 200 – BLACK	1000	N/A	N/A
97	HP 200 – YELLOW	1000	N/A	N/A
98	HP 200 – CYAN	1000	N/A	N/A
99	HP 200 - MAGENTA	1000	N/A	N/A
100	HP M277 – BLACK	1000	N/A	N/A
101	HP M277 - YELLOW	1000	N/A	N/A
102	HP M277 – CYAN	1000	N/A	N/A
103	HP M277 - MAGENTA	1000	N/A	N/A
104	HP 4555 – BLACK	1000	N/A	N/A

	<b>Total Exc Vat</b>			
	<b>Vat 15%</b>			
	<b>Total Incl Vat</b>			

**A4 and A3 WHITE COPY PAPERS**

<b>Item</b>	<b>Description</b>	<b>Region</b>	<b>Estimated quantity per annum</b>	<b>Unit Price /Box</b>	<b>Total Price / Annum VAT Inclusive</b>
1.	80 GSM A4 White Copy Papers	Potchefstroom	3 000 Boxes	N/A	N/A
2.	80 GSM A4 White Copy Papers	Ventersdorp	1 500 Boxes	N/A	N/A
3.	A3 white 80g/m <sup>2</sup>	Potchefstroom	500 Boxes	N/A	N/A
	<b>Total Exc Vat</b>				
	<b>Vat 15%</b>				
	<b>Total Incl Vat</b>				

**A4 BLUE COPY PAPERS**

<b>Item</b>	<b>Description</b>	<b>Region</b>	<b>Estimated quantity per annum</b>	<b>Unit Price /Box</b>	<b>Total Price / Annum VAT Inclusive</b>
1.	80 GSM A4 BLUE Copy Papers	Potchefstroom	50 Boxes	N/A	N/A
2.	80 GSM A4 BLUE Copy Papers	Ventersdorp	20 Boxes	N/A	N/A
	<b>Total Exc Vat</b>				
	<b>Vat 15%</b>				
	<b>Total Incl Vat</b>				

**A4 GREEN COPY PAPERS**

<b>Item</b>	<b>Description</b>	<b>Region</b>	<b>Estimated quantity per annum</b>	<b>Unit Price /Box</b>	<b>Total Price / Annum VAT Inclusive</b>
1.	80 GSM A4 GREEN Copy Papers	Potchefstroom	50 Boxes	N/A	N/A
2.	80 GSM A4GREEN Copy Papers	Ventersdorp	20 Boxes	N/A	N/A
	<b>Total Exc Vat</b>				
	<b>Vat 15%</b>				
	<b>Total Incl Vat</b>				

**A4 YELLOW COPY PAPERS**

<b>Item</b>	<b>Description</b>	<b>Region</b>	<b>Estimated quantity per annum</b>	<b>Unit Price /Box</b>	<b>Total Price / Annum VAT Inclusive</b>
1.	80 GSM A4 YELLOW Copy Papers	Potchefstroom	50 Boxes	N/A	N/A
2.	80 GSM A4 YELLOW Copy Papers	Ventersdorp	20 Boxes	N/A	N/A
	<b>Total Exc Vat</b>				
	<b>Vat 15%</b>				
	<b>Total Incl Vat</b>				

**A4 PINK COPY PAPERS**

Item	Description	Region	Estimated quantity per annum	Unit Price /Box	Total Price / Annum VAT Inclusive
1.	80 GSM A4 PINK Copy Papers	Potchefstroom	50 Boxes	N/A	N/A
2.	80 GSM A4 PINK Copy Papers	Ventersdorp	20 Boxes	N/A	N/A
	<b>Total Exc Vat</b>				
	<b>Vat 15%</b>				
	<b>Total Incl Vat</b>				

- The following compulsory documents must be accompanied with the tender or proposals and failure to provide such documentation shall constitute automatic disqualification:
  - \* Company name
  - \* Certificate of registration
  - \* Valid Tax Clearance Certificate
  - \* Details of equity status and BEE initiatives
  - \* BBBEE Rating Certificate
  - \* Company ownership status
  - \* Detailed Curriculum Vitae of staff
  - \* Standard Bid documents

**PRE-EVALUATION CRITERIA**

The following compulsory documents must be accompanied with the tender proposals and failure to provide such documentation shall constitute automatic disqualification.

1. Standard Bid Document (completed and initialled on each page)
2. Company Profile
3. Certified ID Copies of Director/s
4. Bank Rating Certificate (Bank Reference letter without Rating will not be accepted)
5. Valid Tax Certificate/Pin
6. CSD Full report (Not Summary)
7. Proof of Previous Projects (Appointment Letters)
8. Municipal Rates and Tax for company and directors
9. Signed and dated Declaration form (MBD 4)



## 10. Authority of Signatories

**EVALUATION CRITERIA****1. THIS PANEL TENDER WILL BE EVALUATED ON FUNCTIONALITY ONLY****Functionality Table**

<b>Number of contracts of similar nature (proof of appointment letter and/ Purchase order supported by delivery note).</b>  <b>Appointment Letters should be issued by government institutions, i.e. National Government, Provincial Government and Local Government (Municipalities).</b>  <b>Value of each contract should be a minimum of R100 000.00 or more.</b>	
<b>1 Contract</b>	<b>20 points</b>
<b>2 Contracts</b>	<b>30 points</b>
<b>3 Contracts</b>	<b>40 points</b>
<b>Maximum Points</b>	<b>40 points</b>
<b>NO APPOINTMENT LETTER/PURCHASE ORDER = 0 POINTS</b> <b>VERIFICATION MAY BE CONDUCTED</b>	

<b>Bank Rating Certificate</b>	
<b>Rating F</b>	<b>5 Points</b>
<b>Rating E</b>	<b>10 points</b>
<b>Rating D</b>	<b>20 points</b>
<b>Rating C</b>	<b>30 points</b>
<b>Rating B</b>	<b>35 points</b>
<b>Rating A</b>	<b>40 points</b>
<b>Maximum Points</b>	<b>40 Points</b>
<b>NO BANK RATING LETTER = 0 POINTS</b> <b>BANK RATING LETTER MUST BE AN ORIGINAL LETTER ISSUED BY THE BANK AND NOT A COPY.</b>	

<b>Locality</b>	
<b>Within JB Marks LM</b>	<b>20 points</b>

Within DR KK District	10 points
Within North West	5 points
Maximum Points	20 points
NO MUNICIPAL ACCOUNT/ RENTAL CONTRACT = 0 POINTS	
<b>TOTAL FUNCTIONALITY</b>	<b>100 POINTS (Maximum)</b>

#### NOTE

1. Bidders who obtain a minimum of 80 points of the functionality may be recommended into a panel
2. **ONLY FIRST 10 BIDDERS WHO SCORES HIGHEST (MAXIMUM/CLOSEST TO MAXIMUM POINTS) WILL BE APPOINTED INTO A PANEL**
3. This bid will be evaluated on functionality only. Once a panel is established quotations will be sourced from successful bidders.
4. Orders will be placed as and when required and according to predetermined stock levels.

## 2. SPECIAL CONDITIONS

- 2.1 The tendered prices should be fixed for a period of twelve months after from date of appointment.
- 2.2 The escalation percentage for the second and third year will be based on the CPI rate of South Africa as published by STATS SA. Escalation will be applied from the 13<sup>th</sup> month of the contract.
- 2.3 The mark up (%) should not be more than 25%, any higher than that will be disqualified.
- 2.4 Commencement of Work should be within 30 days after appointment letter has been accepted and signed.
- 2.5 Delivery Period of items shall commence within the period indicated on the bill of quantities above and after receipt of an official order, failure to do so, the client reserves the right to cancel the order or *apply a penalty fee of 0.05% of the value of the order issued per day until such delivery is received*
- 2.6 Bid prices must include all expenses, disbursements and costs (e.g. transport, accommodation etc.) which may be required for the execution of the bidder's obligations in terms of the Contract. Bid prices shall cover the cost of all general risks, liabilities and obligations set forth or implied in the Contract, as well as overhead charges and profit (in the event that the bid is successful), unless otherwise specified.
- 2.7 Rates and prices offered by the bidder must be written onto the pricing schedule or form of offer of this document by hand, completed in full and originally signed by the duly authorized signatory.
- 2.8 All bid prices will be final and binding

## 2.9 INCORRECT INFORMATION

Where a contract has been awarded on the strength of the information furnished by the bidder which after the conclusion of the relevant agreement, it is proven to have been incorrect, the municipality may, in addition to any other legal remedy it has or may have, recover from the contractor all costs, losses or damages incurred or sustained by the municipality as a result of the award of the contract.

## 2.10 Remedies

The Accounting Officer must act in terms of paragraph 14 of the Preferential Procurement Policy Regulations, 2022, against the bidder or person awarded the contract upon detecting that the BBBEE status level of contribution has been claimed or obtained on a fraudulent basis.

Regulation 14 of the Preferential Procurement Policy Regulations provides as follows:

“14. (1) Upon detecting that a tenderer submitted false information regarding its BBBEE status level of contributor, local production and content, or any other matter required in terms of these Regulations which will affect or has affected the evaluation of a tender, or where a tenderer has failed to declare any subcontracting arrangements, the organ of state must:

- (a) inform the tenderer accordingly;
- (b) give the tenderer an opportunity to make representations within 14 days as to why-
  - (i) the tender submitted should not be disqualified or, if the tender has already been awarded to the tenderer, the contract should not be terminated in whole or in part; 16
  - (ii) if the successful tenderer subcontracted a portion of the tender to another person without disclosing it, the tenderer should not be penalised up to 10 percent of the value of the contract; and
  - (iii) the tenderer should not be restricted by the National Treasury from conducting any business for a period not exceeding 10 years with any organ of state; and
- (c) if it concludes, after considering the representations referred to in sub regulation(1)(b), that-
  - (i) such false information was submitted by the tenderer-
    - (aa) disqualify the tenderer or terminate the contract in whole or in part; and
    - (bb) if applicable, claim damages from the tenderer; or
  - (ii) the successful tenderer subcontracted a portion of the tender to another person without disclosing, penalise the tenderer up to 10 percent of the value of the contract.

(2)(a) An organ of state must-

- (i) inform the National Treasury, in writing, of any actions taken in terms of sub regulation (1);
  - (ii) provide written submissions as to whether the tenderer should be restricted from conducting business with any organ of state; and
  - (iii) submit written representations from the tenderer as to why that tenderer should not be restricted from conducting business with any organ of state.
- (b) The National Treasury may request an organ of state to submit further information pertaining to sub regulation (1) within a specified period.

(3) The National Treasury must-

- (a) after considering the representations of the tenderer and any other relevant information, decide whether to restrict the tenderer from doing business with any organ of state for a period not exceeding 10 years; and

(b) Maintain and publish on its official website a list of restricted suppliers.

2.11 The accounting officer must ensure that irrespective of the procurement process followed, **no** award may be given to a person –

- (a) who is in the service of the state, or;
- (b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder, is a person in the service of the state; or;
- (c) who is an advisor or consultant contracted with the municipality in respect of a contract that would cause a conflict of interest.
- (d) If the bidder or any of its directors **is listed** on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person **prohibited** from doing business with the public sector

## 2.12 Contract Price Adjustment – General

2.12.1 Pricing for year one is fixed. One Exchange rate variation will be applicable for year two.

2.12.2 The Municipality reserves the right to request the supplier to submit an Auditor's Certificate or such other documentary proof as it may require in order to verify a claim for contract price adjustment. Should the supplier fail to submit such Auditor's Certificate or other documentary proof to the City within a period of 30 (thirty) days from the date of the request, it shall be presumed that the supplier has abandoned his claim and no further communication shall be considered prior to the date upon which the price adjustment would become effective.

2.12.3 When submitting a claim for contract price adjustment the Contractor shall indicate the actual amount claimed for each item. A mere notification of a claim for contract price adjustment without stating the new price claimed for each item shall, for the purpose of this clause, not be regarded as a valid claim.

2.12.4 The Municipality reserves the right to withhold payment of any claim for contract price adjustment while only provisional figures are available and until the final (revised) figures are issued by the relevant authority.

## 2.13 MARKET ANALYSIS

JB MARKS LOCAL MUNICIPALITY reserves the right to conduct market analysis. Should the municipality exercise this option, where a tenderer offers a price that is deemed not to be viable to supply goods or services as required, written confirmation will be made with the tenderer if they will be able to deliver on the price, if a tenderer confirm that they cannot, the tenderer will be disqualified on the basis of being non-responsive. If they confirm that they can deliver, a tight contract to mitigate the risk of non-performance will be entered into with the service provider. Further action on failures by the supplier to deliver will be handled in terms of the contract including performance warnings and listing on the database of restricted suppliers.

The Municipality further reserves the right to negotiate a market related price with a tenderer scoring the highest points. If the tenderer does not agree to a market-related price, the city reserves the right to negotiate a market-related price with the tenderer scoring the second highest points, if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points. If a market-related price is not agreed, the city reserves the right to cancel the tender.

**2.14** All bids must be submitted in **handwriting and in non-erasable (black or blue) ink** on the official forms supplied by the municipality.

2.14.1. Under no circumstances, whatsoever may the bid forms be retyped or redrafted.

2.14.2 No alterations / corrections to the information in the document (including pricing) may be performed by erasing or using masking fluid / tape (Tipp-Ex or similar) on any submitted page or by pasting another page over it with glue.

2.14.3. Alterations and/or corrections may only be effected as follows:

2.14.3.1. By striking a straight line in black ink through the incorrect information in such a manner such that the information that has been struck through remains legible; writing, the altered or corrected information as appropriate (under, above or next to the information to be corrected), and initialling, preferable in the margin next to the alteration/alterations or correction/corrections.