

SASSA: 04-26-SCM-KZN

INVITATION TO BID

SASSA: 04-26-SCM-KZN: INVITATION OF SERVICE PROVIDERS TO BID FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR SASSA KWAZULU NATAL REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS

NO BRIEFING SESSION

PROPOSALS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

: SASSA KwaZulu Natal Regional Office
Reception Area (Ground Floor)
No. 1 Bank Street
Pietermaritzburg
3201

PUBLICATION DATE : 01 July 2026
CLOSING DATE : 22 July 2026
TIME : 11:00am
TECHNICAL ENQUIRIES : Ms. T.N Cingo
CONTACT NUMBER : 033 846 33 99
EMAIL ADDRESS : ThabisoC@sassa.gov.za

SUPPLY CHAIN MANAGEMENT ENQUIRIES CAN BE DIRECTED TO:

CONTACT PERSON : Mr LG Shandu
CONTACT NUMBER : 033 846 9532
EMAIL ADDRESS : LuckyGS@sassa.gov.za

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Call 0800 60 10 11/ 0800 701 701



[*paying the right social grant, to the right person,
at the right time and place. NJALO!*

South African Social Security Agency
KwaZulu-Natal Region

SASSA House • 1 Bank Street
• Private Bag X9146 • Pietermaritzburg 3300
Tel: +27 33 846 3300 • Fax: +27 846 9595/8
www.sassa.gov.za

DESCRIPTION	REQUIRED AT	ADVERT No.	CLOSING DATE				
SASSA: 04-26-SCM-KZN: INVITATION OF SERVICE PROVIDERS TO BID FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR SASSA KWAZULU NATAL REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS							
NO BRIEFING SESSION		SASSA:04-26-SCM-KZN	22 JULY 2026				
<table border="1"> <thead> <tr> <th>VENUE AND PHYSICAL ADDRESS</th> <th>DATE AND TIME</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>N/A</td> </tr> </tbody> </table>	VENUE AND PHYSICAL ADDRESS	DATE AND TIME		N/A	N/A		
VENUE AND PHYSICAL ADDRESS	DATE AND TIME						
N/A	N/A						
<p>NB: Documents are to be downloaded from the website: www.sassa.gov.za / www.etenders.gov.za</p> <p>ENQUIRIES</p> <p>Enquiries may be directed to Manager SCM: Mr L Shandu at (033 846 9532) and or Manager Asset: Ms. T.N Cingo (033 846 3399) during office hours (Monday to Friday) 08:00am to 16:00pm</p> <p>QUOTATIONS SUBMISSION</p> <p>Bid documents must be deposited in the tender Box situated on Ground Floor of SASSA Offices, No 1 Bank Street, Pietermaritzburg, 3201. Bid documents submitted by electronic mail, facsimile or other similar apparatus will not be accepted for consideration. Bidders should ensure that their Bid are delivered indue date and time. Any quotation documents received after the closing date and time will not be accepted.</p>							

Advert placement date: 01 July 2026

BID ADVERTISEMENT FORM

Bid Description	SASSA: 04-26-SCM-KZN: INVITATION OF SERVICE PROVIDERS TO BID FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR SASSA KWAZULU NATAL REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS			
Bid Number	SASSA: 04-26-SCM-KZN			
Name of Institution	South African Social Security Agency			
The place where goods, works or services are required	KZN REGION			
Closing date and time	Date	22 July 2026	Time	11:00 am
Contact details	Postal Address	Private Bag X 9146 Pietermaritzburg 3201		
	Physical Address	No 1 Bank Street Pietermaritzburg 3201		
	Telephone	(033) 846 9532	(033) 846 3399	
	Fax	N/A	N/A	
	E-mail	LuckyGS@sassa.gov.za	ThabisoC@sassa.gov.za	
	Contact Person	Mr. L Shandu	Ms.T.N Cingo	
Where bids can be collected	Downloaded from the website: www.sassa.gov.za / www.etenders.gov.za			
Where bids should be delivered	No 1 Bank Street Pietermaritzburg 3201 Ground Floor , Tender Box			
Sector	Public			
Region	KZN			
Compulsory Briefing Session/ site visit	NO BREIFING SESSION			

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SASSA: 04-26-SCM-KZN	CLOSING DATE:	22 JULY 2026	CLOSING TIME:	11:00
DESCRIPTION	SASSA: 04-26-SCM-KZN: INVITATION OF SERVICE PROVIDERS TO BID FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR SASSA KWAZULU NATAL REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Lucky Shandu		CONTACT PERSON	Ms. T.N Cingo	
TELEPHONE NUMBER	033 846 9532		TELEPHONE NUMBER	033 846 3399	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	LuckyGS@sassa.gov.za		E-MAIL ADDRESS	ThabisoC@sassa.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

STANDARD BIDDING DOCUMENT (SBD) 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. BIDDER'S DECLARATION

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES / NO**
- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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

STANDARD BIDDING DOCUMENT (SBD) 4

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

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

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

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

3. DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;



STANDARD BIDDING DOCUMENT (SBD) 4

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 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

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

STANDARD BIDDING DOCUMENT (SBD) 4

investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

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

- 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:

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

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = 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:

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (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)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership		20		
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership		18		
B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership		16		
B-BBEE Status Level 1 - 2 contributor		14		
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership		12		
B-BBEE Status Level 3 - 4 contributor		8		
B-BBEE Status Level 5 - 8 contributor		4		
Others (Non-Compliant)		0		
Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.				

Returnable documents to claim points		Please tick below for the attached document
1	B-BBEE Certificate	
2	Sworn Affidavit (EME or QSE)	
3	CSD registration number	

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)	
SURNAME AND NAME:
DATE:
ADDRESS:

**GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT**

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

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28. Limitation of liability
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30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

- 2. Application**
- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.
- 3. General**
- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za
- 4. Standards**
- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
- 5. Use of contract documents and information; inspection.**
- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only 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.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (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 bidding 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 in SCC.

**8. Inspections,
tests and
analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with

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

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 23 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, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

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

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

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 in the SCC.

12. Transportation

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

13. Incidental services

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

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

- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

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

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

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

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 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 in SCC.
- 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 bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 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. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 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 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard

the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

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

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, 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 contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security,

damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

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.

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

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

27.5 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.

28. Limitation of liability

28.1 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 in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation Programme (NIP)** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.



sassa

SOUTH AFRICAN SOCIAL SECURITY AGENCY

TERMS OF REFERENCE

**TERMS OF REFERENCE FOR INVITATION OF SERVICE PROVIDERS TO BID FOR
THE SUPPLY AND DELIVERY OF STATIONERY FOR SASSA KWAZULU NATAL
REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

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SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR SASSA KZN REGION FOR A PERIOD OF THIRTY-SIX (36) MONTHS

ANCRONYMS

SASSA	:	South African Social Security Agency
GCC	:	General Conditions of Contract
SCC	:	Special Conditions of Contract
KZN	:	KwaZulu Natal
SBD	:	Standard Bidding Documents
B-BBEE	:	Broad Based Black Economic Empowerment
CIPC	:	Companies and Intellectual Property Commission
SANAS	:	South African National Accreditation System
SABS	:	South African Bureau of Standards
SANS	:	South African National Standards
SMME	:	Small Micro Medium Enterprise
EME	:	Emerging Micro Enterprise
CSD	:	Central Suppliers Database
SARS	:	South African Revenue Services
VAT	:	Value Added Tax
SLA	:	Service Level Agreement

1. INTRODUCTION

The South African Social Security Agency (SASSA) has been established in terms of the South African Social Security Agency Act, 2004(Act No. 9 of 2004). SASSA is a schedule 3A public entity in terms of the Public Finance Management Act 1999 (Act No. 1 of 1999), as amended), and is responsible for the management, administration and payment of social assistance.

2. PURPOSE

- 2.1. To secure a panel of suitable service provider/s to supply and deliver stationery to SASSA KZN Region for a period of Thirty-Six (36) months.
- 2.2. Successful service provider/s will be required to enter into a Service Level Agreement with SASSA KZN Region.

3. BACKGROUND

- 3.1. Stationery items plays a very critical role in the entire grant value chain process which is the main function for the Agency. In order for SASSA to ensure that the service delivery is not disrupted in any form due to non-availability or shortage of stationery items it is significant for SASSA KZN to appoint a panel of service provider/s to supply and deliver all stationery items on time.
- 3.2. The SASSA KZN Region has a centralized warehouse which is located at No.10 Bank Street in Pietermaritzburg. The Regional Office is responsible for procuring, storing and distributing of all various stationery items to all SASSA KZN offices.

4. OBJECTIVE

The objective of SASSA KZN Region is to have contracted service provider/s to supply and deliver stationery to SASSA KZN Region for a period of Thirty-Six (36) months, in order for SASSA to ensure that the service delivery is not disrupted in any form due to non-availability or shortage of stationery items.

5. SCOPE of WORK

The successful service provider/s must be able to:

- 5.1 Supply and deliver stationery to SASSA KZN Region as and when required.
- 5.2 Supply and deliver of stationery items as listed on the attached **Annexure A to E**.

6. DELIVERABLES

- 6.1 The Agency will place orders as and when required during the contract period.
- 6.2 The service provider/s will be required to deliver within 15 working days of placing of an official order.
- 6.3 It is expected from the service provider/s to ensure that full delivery takes place according to the ordered quantities.
- 6.4 The service provider/s must provide their own labour for the off-loading of the goods at the warehouse.
- 6.5 The service provider/s shall package the goods as required to prevent the damages or deterioration during transit to the warehouse.
- 6.6 The risk and cost associated with delivery and off-loading of goods to the designated delivery address will be incurred by the service provider.
- 6.7 The appointed service provider/s must deliver original models of toners and/or cartridges and not the generic models.
- 6.8 The goods/items in Annexures B, C and E must meet South African Bureau of Standards (SABS) / South African National Standards (SANS) requirements.

7. BID CONDITIONS OF CONTRACT

- 7.1. The Agency reserves the right to appoint one (1) or more service provider/s or not to appoint any service provider at all.
- 7.2. Prospective service provider/s shall have to treat all available data provided by the Agency in the process as strictly confidential. Such data remains the property of the Agency.
- 7.3. The successful service provider/s will enter into a contract / service level agreement with the Agency.

- 7.4. The goods supplied under the contract shall be fully insured by the service provider/s against loss or damage while are in transit. SASSA will take ownership once goods are delivered in the warehouse.
- 7.5. Goods delivered not according to specification, will not be accepted by SASSA.
- 7.6. Service provider/s may be required to undergo security vetting.
- 7.7. Bidders will be disqualified if found to have misrepresented information in their bid proposals.
- 7.8. All prices must be quoted in South African Currency (ZAR) and must be VAT inclusive where applicable.
- 7.9. The price to be quoted by bidders must be firm for the first year of the contract and will escalate by annual average Consumer Price Index (CPI) increase on the second and third year.
- 7.10. Under no circumstances will the Agency engage itself with parties associated with the service provider, including suppliers' main suppliers or manufacturers.
- 7.11. Should any dispute, disagreement or claim arise between the parties concerning this contract or interpretation of any of the provisions of this contract, or the liability of either of the parties arising from any alleged breach of this contract or any other course, the parties shall make any effort to resolve amicably such dispute or disagreement by mutual consultation. In the event parties fails to resolve such disputes and disagreement mediation, process will be conducted in accordance with the signed Service Level Agreement (SLA).
- 7.12. In the event that the service provider fails to deliver any or all of the goods or to perform the service within the period specified in this contract, the Agency shall without prejudice to its other remedies in terms of this contract, be entitled to deduct from the contract price (Purchase Order) as a penalty, an amount to be calculated at 1% per business day of delay, capped at 10% of the purchase order value and General Conditions of Contract (GCC), Clause 22.
- 7.13. General Conditions of Contract on government procurement of July 2010 will also apply in this bid.

8. SPECIAL CONDITIONS OF CONTRACT

Failure to meet the following special conditions will result in the disqualification of the bid.

- 8.1. Bidders must submit reference letter/s (a letter written and issued by bidder's client confirming the past supply of stationery), specifying the service performed within a 5 - year period from the closing date of the bid supported by the copy of a purchase order/award letter for the provision of stationery with the minimum value of R500 000.00 per order. Reference letters not supported by purchase orders/award letters will not be considered.
- 8.2. Reference letter must be in the company/organisation's (Bidders client) letterhead with the following information: -
 - 8.2.1. The name of the company/organisation serviced,
 - 8.2.2. Name and surname of the contact person
 - 8.2.3. Contact details of the contact person (Telephone numbers and email address)
 - 8.2.4. Start and end date of service (DD/MM/YYYY)
 - 8.2.5. Monetary value for each service provided.
 - 8.2.6. Must be signed off by the bidder's client
- 8.3. Prospective service providers must quote for all items per cluster as contained in **Annexure A to Annexure E**. Incomplete Annexure will not be assessed and will be disqualified.
- 8.4. Should there be a need to procure items not listed in **Annexure A to Annexure E**, such items will be procured separately not as part of this contract.

9. MONITORING OF BID CONTRACT

- 9.1. The performance of the service provider/s will be monitored and evaluated based on the Service Level Agreement entered into between the appointed service provider/s and SASSA.
- 9.2. The service provider/s must comply with delivery timelines as stipulated in the bid conditions.
- 9.3. SASSA will conduct bi-annual meetings with the appointed service provider/s.

10. BID EVALUATION CRITERIA

Bids will be evaluated in terms of the below-mentioned criteria:

Stage one

Phase 1: Special Conditions

Phase 2: Functionality Criteria

Phase 3: Administrative compliance

Stage Two

Phase 1: Price and preference points system (80/20)

10.1. Stage One for Bid Evaluation

10.1.1. Phase 1: Special Conditions

Failure to meet the following special conditions will result in the disqualification of the bid.

10.1.1.1. Bidders must submit reference letter/s (a letter written and issued by bidder's client confirming the past supply of stationery), specifying the service performed within a 5 - year period from the closing date of the bid supported by the copy of a purchase order/award letter for the provision of stationery with the minimum value of R500 000.00 per order. Reference letters not supported by purchase orders/award letters will not be considered.

10.1.1.2. Reference letter must be in the company/organisation's (Bidders client) letterhead with the following information

- The name of the company/organisation serviced,
- Name and surname of the contact person
- Contact details of the contact person (Telephone numbers and email address)
- Start and end date of service (DD/MM/YYYY)
- Monetary value for each service provided.
- Must be signed off by the bidder's client

NB: Failure to provide reference letter with all minimum information as requested above, your reference letter will not be considered.

10.1.1.3. Prospective service providers must quote for all items per cluster as contained in **Annexure A to Annexure E**. Incomplete Annexure will not be assessed and will be disqualified.

10.1.2. Phase 2: Functionality Criteria

Bidders must score a minimum of 70 points on functionality criteria evaluation. Bidders who score less than 70 points for functionality shall be disqualified and shall not be subjected to further evaluation.

The functionality evaluation will be conducted using the weighted average method. The table below contains details of the evaluation criterion and the weights of each Functional Requirements component. Criteria below will be evaluated according to the following values:

1=Poor 2=Average 3=Good 4=Very Good 5=Excellent

NO	Functionality Criteria	WEIGHTING
1	<p>Experience</p> <p>Track record of having completed a single project in the supply and delivery of stationery items with monetary value as outlined below: All bidders must provide reference letters for the provision of stationery items with the minimum value of R500 000.00 per order. (The service performed must not be older than 5 years from the closing date of the bid). Reference letters not supported by purchase orders/award letters will not be considered.</p> <ul style="list-style-type: none"> • 1 completed project with R500 000 or above = 1 point • 2 completed projects with R500 000 or above = 2 points • 3 completed projects with R500 000 or above = 3 points • 4 completed projects with R500 000 or above = 4 points • 5 or more completed projects with R500 000 or above = 5 points 	40

	<p>NB: Reference letter must contain the following required information:</p> <p>Reference letter must be in the company/organisation's (Bidders client) letterhead with the following information: -</p> <ul style="list-style-type: none"> • The name of the company/organisation serviced, • Name and surname of the contact person • Contact details of the contact person (Telephone numbers and email address) • Start and end date of service (DD/MM/YYYY) • Monetary value for each service provided. • Must be signed off by the bidder's client <p>Failure to provide reference letter with all minimum information as requested above, your reference letter will not be considered.</p> <p>The South African Social Security Agency reserves the right to contact the bidder's client to validate accuracy and authenticity of the reference letters. No points will be allocated for reference letters not validated by the bidder's client.</p>	
2	<p>Project Methodology</p> <ul style="list-style-type: none"> • Bidders must provide a detailed project methodology on how the project will be executed. 	30
3	<p>Contingency Plan</p> <ul style="list-style-type: none"> • Bidders must provide a detailed contingency plan for the execution of the project. 	30

10.1.3. Phase 3: Administration Compliance

Administrative Compliance requirements
Tax compliant status (Tax Pin Letter/CSD MAAA)
Proof of Registration on the Central Supplier Database (CSD) with National Treasury (CSD Registration Report)
Certified copy of original Identity Document of each director as per (CIPC) (certified within 6 months). NB: (A copy of a certified copy will not be accepted).

Fully completed and signed Standard Bidding Document Forms (SBDs).

- SBD 1
- SBD 3.1
- SBD 4
- SBD 6.1

Bidders who fail to comply with the above requirements may be disqualified.

10.2. Stage Two for Bid Evaluation

10.2.1. Phase 1 - Price and Preference Points System (80/20)

Bidders will be evaluated on Price and Preference Points System based on **Annexure A to Annexure E and BBEE Status Level of Contribution**. Incomplete Annexure will not be evaluated and will be disqualified as per the requirements of paragraph 10.1.1.3.

Price and Preference Points	100
Price	80
BBEE Status Level of Contribution (specific goal)	20

Points awarded for B-BBEE Status Level of Contribution (specific goal)

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:

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Status Level 1-2 contributor with at least 51% black women ownership	20	

B-BBEE Status Level 3-4 contributor with at least 51% women ownership	18	
B-BBEE Status Level 1-2 contributor with at least 51% black youth or disable ownership	16	
B-BBEE Status Level 1-2 contributor	14	
B-BBEE Status Level 3-8 contributor with at least 51% youth or disable ownership	12	
B-BBEE Status Level 3-4 contributor	8	
B-BBEE Status Level 5-8 contributor	4	
Others (Non-Compliant)	0	

Returnable documents to claim points		Please tick below for the attached document
1	B-BBEE Certificate	
2	Sworn Affidavit (EME or QSE)	
3	CSD registration number	

NB: Bidders must submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Sworn Affidavit signed by Emerging Micro Enterprise (EME) representative and attested by the Commissioner of Oaths, or CIPC BBEE Certificate.

***Failure to submit* a certificate from accredited verification agency or sworn affidavit or CIPC BBEE Certificate substantiating the BBEE status level of contribution or**

is a non-compliant contributor, such bidder shall score 0 points out of the allocated maximum points for B-BBEE.

11. PRICING

- 11.1. Prices must be VAT inclusive only for the service providers that are registered as VAT Vendors with SARS. If you are not a registered VAT vendor, the prices should exclude the VAT amount.
- 11.2. All overhead costs (transport & labour) should be included in the bid price.
- 11.3. Prices should be fixed for **year 1**. CPI adjustments will be effected in the 2nd year and 3rd year of contract.
- 11.4. Prospective service providers must bid for all items per cluster as contained in **Annexure A to Annexure E**. Incomplete Annexure will not be assessed and will be disqualified.

12. SUB-CONTRACTING

- 12.1. A bidder awarded a contract may only enter into a sub-contracting arrangement with the approval of the Agency.
- 12.2. It should be noted that the Agency expects appointed service provider/s to take full responsibility and accountability to execute functions attached to the contract.

13. JOINT VENTURE AND CONSORTIUM

- 13.1. Where a joint venture or consortium are formed, a copy of the joint venture or consortium agreement must be attached.
- 13.2. Companies will be individually required to comply with administrative compliance requirements (Companies must submit individual or separate CSD Reports, Tax Pin Letter)
- 13.3. In the event of a Joint venture and Consortium, a Joint venture / Consortium must submit a consolidated BBBEE Status Level Contributor in the name of a Joint Venture and not for individual bidders/companies)

14. PERIOD OF CONTRACT

The duration of the service level agreement shall be Thirty-Six (36) months.

ANNEXURE A – PRICING SCHEDULE**STATIONERY MISCELLENIOUS**

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
1	Acetone 500ml	Each	
2	Archive Box (245L × 330W × 110D)	Each	
3	Archive Box The Document Warehouse Maximum Weight 15kg with Lid	Each	
4	Archive Box Metrofile Maximum Weight 15kg with Lid	Each	
5	Archive Box Compact Maximum Weight 3kg Combox	Each	
6	Archive Box A4 320 Optiplan	Each	
7	Badge name (White cards – 85mm x 54mm) (200 per pack)	Per Pack	
8	Band Rubber - 38mm 100g (100 pieces per pack)	Per Pack	
9	Band Rubber - 64mm 100g (100 pieces per pack)	Per Pack	
10	Binder Paper Grip – 76mm (100 pieces per pack)	Per Pack	
11	Binder Paper (Fold back Clips Binders - 32mm) (12 pieces per box)	Per Box	
12	Binder Paper (Fold back Clips Binders - 41mm) (12 per box)	Per Box	
13	Binder Paper (Fold back Clips Binders - 51mm) (12 per box)	Per Box	
14	Binder Paper (Fold back Clips Binders - 76mm) (12 per box)	Per Box	
15	Binder Ring (plastic/ PVC binder - 10mm) (Pack of 10)	Per Pack	
16	Binder Ring (plastic/ PVC binder - 12mm) (Pack of 10)	Per Pack	
17	Binder Ring (plastic/ PVC binder - 14mm) (Pack of 10)	Per Pack	
18	Binder Ring (plastic/ PVC binder - 16mm) (Pack of 10)	Per Pack	
19	Binder Ring (plastic/ PVC binder - 20mm) (Pack of 10)	Per Pack	
20	Binder Ring (plastic/ PVC binder - 25mm) (Pack of 10)	Per Pack	

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
21	Binder Ring (plastic/ PVC binder - 32mm) (Pack of 10)	Per Pack	
22	Binder Sliding - 10mm (Pack of 10)	Per Pack	
23	Binder Sliding - 12mm (Pack of 10)	Per Pack	
24	Binder Sliding - 14mm (Pack of 10)	Per pack.	
25	Binder Sliding - 15mm (Pack of 10)	Per pack.	
26	Binder Sliding - 16mm (Pack of 10)	Per pack.	
27	Binder Sliding - 25mm (Pack of 10)	Per pack.	
28	Board Clip – A4 (10 Per Box)	Per Box	
29	Book Analysis 32 Cash Columns (JD 8032)	Each	
30	Book Hard Cover 2 Quire A4	Each	
31	Book Hard Cover 3 Quire A4 (5 Per Pack)	Each	
32	Book Petty Cash Register A3 of double pages with folio numbers (Z483) (5 per pack)	Per Pack	
33	Book Receipts A4 Portrait (Self duplicate carbonised with folio numbers)(Z1512)	Per Pack	
34	Calculator Standard 10 Digits – solar powered	Each.	
35	Calculator Standard 12 Digits– solar powered	Each.	
36	Card Holder Clips	Each	
37	CD - R 700MB (5 Per Box)	Per Box	
38	CD - RW 700MB(5 Per Box)	Per Box	
39	Clips Paper - 50mm (100 per box)	Per Box	
40	Clips Paper - 78mm (50 per box)	Per Box	
41	Clips Paper Giant - 100mm (50 per box)	Per Box	
42	Compact Boxes (330mm x 250mm x 120mm)	Each.	

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
43	Correction Fluid (7mm)	Each	
44	Divider Files A4 A – Z (10 Per Pack)	Per Pack	
45	Divider Files A4 Multicolours Not Labelled (10 Per pack)	Per Pack	
46	DVD - R 4.7GB	Each	
47	DVD – RW	Each	
48	DVD + RW	Each	
49	Envelope Brown A3(250 Per Box)	Per Box	
50	Envelope Brown A4(250 Per Box)	Per Box	
51	Envelope Brown E12 Window (250 per box)	Per Box	
52	Envelope Brown C3 (250 Per Box)	Per Box	
53	Eraser / Rubber For Pencil White (61x23x10mm)	Each	
54	Eraser Whiteboard (145 x 55mm 12 Peel Off Layers)	Each.	
55	Fastener File Metal (80mm) (50 Per Box)	Per Box	
56	Files-Personnel Development Files -G.P.S - 021-9575	Each	
57	Files-Performance File -G.P.S 021- 9576	Each	
58	Files-Personnel Files - G.P.S.021-9580	Each	
59	File Finance / Remuneration G.P.S 021- 9578.	Each	
60	File Arch Lever A4 – Cardboard	Each	
61	File Arch Lever A4 – Plastic	Each	
62	File/Storage Boxes – Optiplan 320 Archive Box A4 (320mmx108mmx245mm, Brown)	Each	
63	File Folder A4 PVC Inner Pocket - Blue	Each.	
64	File Folder A4 PVC Inner Pocket - Green	Each.	

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
65	File Folder A4 PVC Inner Pocket - White	Each.	
66	File Folder A4 PVC Inner Pocket - Red	Each.	
67	File Folder A4 PVC Inner Pocket - Yellow	Each.	
68	Form Trip Authorisation A4 for use of government owned and subsidised vehicles (Z606) Single self-carbonized (pack of 100)	Per Pack	
69	Glue Adhesive 43g	Each.	
70	Highlighter – Various colours (6 In Each Pack)	Per Pack	
71	Holder Arch Lever Files A4 (with 5 Arch Lever Files) Compartment Box	Each.	
72	Holder Pads Refile Memo (Desk Cube) (10mm x10mm x 11mm)	Each.	
73	Ink For Office Stamp – Red 30ml	Each	
74	Ink For Office Stamps – Black 30ml	Each	
75	Kit Cleaning LCD	Each	
76	Labels Labelling Tapes	Each	
77	Log Book - GG Vehicles A4 Landscape (Self carbonised with folio numbers) (5 per pack)	Per Pack	
78	Manual Orders Book A4 Landscape (Self triplicate carbonised with folio numbers) (5 per pack)	Per Pack	
79	Marker White Board – Black (1.5 – 2 mm width) (10 per Pack)	Per Pack	
80	Marker White Board - Green(1.5 – 2 mm width) (10 per Pack)	Per Pack	
81	Marker White Board - Orange(1.5 – 2 mm width) (10 per Pack)	Per Pack	
82	Marker White Board - Red(1.5 – 2 mm width) (10 per Pack)	Per Pack	
83	Marker Whiteboard - Blue(1.5 – 2 mm width) (10 per Pack)	Per Pack	
84	Marker Whiteboard – Pink(1.5 – 2 mm width) (10 per Pack)	Per Pack	
85	Marker Whiteboard – Purple(1.5 – 2 mm width) (10 per Pack)	Per Pack	

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
86	Marker Whiteboard – Yellow(1.5 – 2 mm width) (10 per Pack)	Per Pack	
87	Marker -Permanent Black(1.5 – 2 mm width) (10 per Pack)	Per Pack	
88	Marker-Permanent-Red(1.5 – 2 mm width) (10 per Pack)	Per Pack	
89	Marker-Permanent Blue(1.5 – 2 mm width) (10 per Pack)	Per Pack	
90	Memory Stick / Flash Stick (USB) 32 GB	Each.	
91	Memory Stick / Flash Stick (USB) - 64GB	Each.	
92	Pad Exam A4	Each	
93	Pad Finger Rubber for Paging (Pack of 10)	Per Pack	
94	Pad Refile Memo (For Desk Cube)	Each	
95	Paper Carbon 100 Sheets – Black	Each	
96	Paper Flip Chart (30 Sheet)	Each.	
97	Paper Tokai Board 160g - Blue	Each	
98	Paper Tokai Board 160g - Lime	Each	
99	Paper Tokai Board 160g - Orange	Each	
100	Paper Tokai Board 160g - Pink	Each	
101	Paper Tokai Board 160g - Red	Each	
102	Paper Tokai Board 160g - White	Each	
103	Paper Tokai Board 160g - Yellow	Each	
104	Pen Ball Crystal Clear (60 In Each Box) - Red	Per Box	
105	Pen Ball Crystal Clear (60 In Each Box) - Black	Per Box	
106	Pencil Standard HB (12 In Each Box)	Per Box	
107	Pin Drawing small 3/8 inches (100 Per box)	Per Box	

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
108	Plastic Sleeves A4 (100 Per Pack)	Per Pack	
109	Pouch Laminating A4 (100 Per Pack)	Per Pack	
110	Pouch Laminating A3 (100 Per Pack)	Per Pack	
111	Prestic adhesive glue 100g	Each	
112	Punch Paper Heavy Duty Two Holes (Punch 100 sheets per document and easily remove waste paper tray for emptying)	Each.	
113	Punch Paper Standard/Medium Two Holes (punch 20 sheets per document) (easily remove waste paper tray for emptying)	Each.	
114	Remover Staples – Giant metal body for remover 23/6, 23/8, 23/10, 23/13, 23/15, 23/25, 23/23, 23/24 staples	Each.	
115	Remover Staples – Standard 24/26	Each.	
116	Ruler Plastic Various Colours 30cm	Each.	
117	Scissor Plastic Handle Large (stainless steel blade (6 inches)	Each.	
118	Adhesive tape Transparent 48mmx100m	Each	
119	Sharpeners Pencil Metal one hole (standard)	Each.	
120	Stapler Giant 56 (23/6) Paper	Each.	
121	Stapler Standard No.26/6 Paper	Each	
122	Staples Giant – 23/13 (1000 pieces per box)	Per Box	
123	Staples Giant – 23/17 (1000 pieces per box)	Per Box	
124	Staples- Giant 23/20 (1000 pieces per box)	Per Box	
125	Staples-Giant 66/8 (5000 pieces per box)	Per Box	
126	Staples Standard No 26/6 (5000 pieces per box)	Per Box	
127	Sticker Post It – 76mm x 76mm (90 notes per pads) Yellow	Per Pack	
128	Sticker Sign Here (45mm x 25mm) 50 sheets	Per Pack	

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
129	Sticker Sign Here (12mm x45 mm) 25 sheets x 5 pads	Per Pack	
130	Stamp Pad- Cushion self-ink (Medium)	Each	
131	Stamps - Invoice Received Stamp	Each	
132	Stamps - Confidential Stamp	Each.	
133	Stamps - Registered Stamps	Each.	
134	Stamp-Receiving Stamps	Each	
135	Stamp- Checking Stamp	Each	
136	Stamp - Paid Stamps	Each	
137	Stamp - Date Stamp	Each	
138	Stamps- Urgent Stamps	Each	
139	Stamp-Certifying Stamps	Each	
140	Stamp - SASSA Stamp	Each.	
141	Stamp - Approved Stamp	Each.	
142	Stamp Notification (IsiZulu)	Each	
143	Stamp Notification (English)	Each	
144	Stamp Commissioner of Oath	Each	
145	Tags-Asset Tags/Barcode 39mm x 13mm 0.5mm Aluminium with Adhesive Acetone Activated (100 Per Pack)	Per pack	
146	Tags Indian (89mm) 100 per box)	Per Box	
147	Tracking Control Cards	Each	
148	Ticket Rolls (Thermal Printer Labels) (50cmx50cm 1000 tickets in a roll)	Per Roll	
149	Ink for zebra ticket printer	Each	
150	Blank cards	Each	
151	Badge Holder/ Name tag holder	Each	
152	Evolis Pebble for cleaning kit	Each	
TOTAL AMOUNT (Excl. VAT) FOR 152 ITEMS			
VAT AMOUNT			
TOTAL AMOUNT (Incl. VAT) FOR 152 ITEMS			

SBD 3.1 (FOR ANNEXURE A – PRICING SCHEDULE)

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number SASSA: 04-26-SCM-KZN
Closing Time: 11:00 AM	Date: 22 July 2026

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF QUOTATIONS

ITEM NO.	QUANTITY	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY (INCLUDING VAT)
1	1	PROCUREMENT OF STATIONERY FOR 3 YEARS	R.....
-		Required by:
-		At:
-		Brand and model
-		Country of origin
-		Does offer comply with specification?	*YES/NO
-		If not to specification, indicate deviation(s)
-		Period required for delivery *Delivery: Firm/not firm
-		Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

***Delete if not applicable**

ANNEXURE B – PRICING SCHEDULE**CONSUMABLES**

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
1	Battery Pen Light - AA	Each	
2	Battery Pen Light - AAA	Each	
3	Battery Pen Light - AAAA	Each	
4	Cord Electric Extension - 5m	Each.	
5	Cord Electric Extension - 10m	Each.	
6	Cord Electric Extension - 30m	Each.	
7	Cord Electric Extension - 50m	Each.	
8	Cord Electric Extension - 80m	Each.	
9	Cord Electric Extension - 100m	Each.	
10	Glove Medium Powder Free (55 pairs per box)	Per Box	
11	Glove Large Powder Free (55 pairs per box)	Per Box	
12	Plug Electricity - Three Points	Each.	
13	Plug Multi - Five Ways	Each.	
14	Plug Multi - Three Ways	Each.	
15	Plug Multi -Two Ways	Each.	
TOTAL AMOUNT (Excl. VAT) FOR 15 ITEMS			
TOTAL VAT AMOUNT			
TOTAL AMOUNT (Incl. VAT) FOR 15 ITEMS			

SBD 3.1 (FOR ANNEXURE B – PRICING SCHEDULE)

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

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

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

Name of bidder.....	Bid number SASSA: 04-26-SCM-KZN
Closing Time: 11:00 AM	Date: 22 July 2026

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF QUOTATIONS

ITEM NO.	QUANTITY	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY (INCLUDING VAT)
1	1	PROCUREMENT OF STATIONERY FOR 3 YEARS	R.....
-	Required by:	
-	At:	
-	Brand and model	
-	Country of origin	
-	Does offer comply with specification?	*YES/NO	
-	If not to specification, indicate deviation(s)	
-	Period required for delivery	
-	Delivery basis (all delivery costs must be included in the bid price)	*Delivery: Firm/not firm	
-		

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

***Delete if not applicable**

ANNEXURE C – PRICING SCHEDULE**TONERS AND /OR CARTRIDGES**

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
1	Cartridge HP CE390A	Each.	
2	Toner HP Q7551A	Each.	
3	Toner HP53A	Each.	
4	HP 305A (CE411A) Cyan	Each.	
5	Toner Brother TN 361/369 BLACK	Each.	
6	Toner Brother TN 361 /369 Yellow	Each	
7	Toner Brother TN 361/369 Magenta	Each.	
8	Toner Brother TN 361/369 Cyan	Each.	
9	HP Cartridge CF412A-Yellow	Each.	
10	HP Cartridge CF413A-Magenta	Each.	
11	HP Cartridge CF411A-Cyan	Each.	
12	HP Cartridge CF410A-Black	Each.	
13	Toner Cartridge CE413A HP Magenta	Each.	
14	Toner Cartridge CE410A HP BLACK	Each.	
15	Toner Cartridge CE412A HP Yellow	Each.	
16	Cartridge HP CE255A	Each	
17	Drum Unit Brother DR 261CL	Each.	
18	Toner Brother TN-3487 Black	Each.	
19	Toner Brother TN-461/469 Black	Each.	
20	Toner Brother TN-461 /469 Yellow	Each.	

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
21	Toner Brother TN-461 /469 Cyan	Each.	
22	Toner Brother TN-461 /469 Magenta	Each.	
23	Brother DRM DR-361CL	Each.	
24	MLT-D111S Samsung Toner	Each.	
25	Brother DRM DR 3405	Each.	
26	Brother Toner TN 3467	Each.	
27	Brother Drum DR 461 CL	Each.	
28	Cartridge HP CF 331A Cyan	Each.	
29	Cartridge HP CF 332A Yellow	Each.	
30	Cartridge HP CF 333A Magenta	Each.	
31	Cartridge HP CF 320A Black	Each.	
32	Samsung MLT/D101S M	Each.	
33	Toner Brother TN3370	Each.	
34	Drum Brother DR 3355	Each.	
35	Toner HP Laserjet CF259A	Each.	
36	Cartridge Ink E211/581	Each.	
37	Toner Brother TN2355	Each	
38	Evolis Pebble YMCKO Ribbon Toner	Each	
TOTAL AMOUNT (Excl. VAT) FOR 38 ITEMS			
TOTAL VAT AMOUNT			
TOTAL AMOUNT (Incl. VAT) FOR 38 ITEMS			

SBD 3.1 (FOR ANNEXURE C – PRICING SCHEDULE)

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder..... Bid number SASSA: **04-26-SCM-KZN**

Closing Time: **11:00 AM**

Date: **22 July 2026**

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF QUOTATIONS

ITEM NO.	QUANTITY	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY (INCLUDING VAT)
1	1	PROCUREMENT OF STATIONERY FOR 3 YEARS	R.....
-		Required by:
-		At:
-		Brand and model
-		Country of origin
-		Does offer comply with specification?	*YES/NO
-		If not to specification, indicate deviation(s)
-		Period required for delivery *Delivery: Firm/not firm
-		Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

***Delete if not applicable**

ANNEXURE D – PRICING SCHEDULE

GRANTS

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
1	Book Medical (Medical assessment Booking Register) A4 Landscape triplicate self-carbonised with folio numbers KWAZULU NATAL Region No (50 Pages per book)	Per Book	
2	Grants File Covers CSG/FCG/CDG(81/373243)	Each.	
3	Form: Medical Assessment G19 (81/371829)	Each.	
4	Forms-81/329645/Z894-Banking Details	Each.	
5	SRD Forms (Receipt - Social Relief of Distress) (A4 Portrait quadruple self-carbonised with folio numbers KZN No) (20 Pages per pad)	Each.	
6	Form Grant Application (A4 Portrait single self-carbonised 3 slips per page with folio numbers Ref: MD)	Each.	
7	Form Grant Review (A4 Portrait single self-carbonised with Ref No :)	Each.	
8	Book Care Dependency Grant (Medical assessment) A3 Landscape single self-carbonised with folio numbers KZN No CDG) (50 Pages per book)	Per Book	
9	Book Disability Grant (Medical assessment) A3 Landscape single self-carbonised with folio numbers KZN No DG) (50 Pages per book)	Per Book	
10	Book Grant In Aid (Medical assessment) A3 Landscape single self-carbonised with folio numbers KZN No GIA) (50 Pages per book)	Per Book	
11	Form Medical Assessment Referral (A4 back to back with folio numbers Ref No : MARF No)	Each.	
12	Hardboard A4	Each	
13	Medical Assessment Appointment Slip Forms (50 pages per book)	Per Book	
TOTAL AMOUNT (Excl. VAT) FOR 13 ITEMS			
TOTAL VAT AMOUNT			
TOTAL AMOUNT (Incl. VAT) FOR 13 ITEMS			

SBD 3.1 (FOR ANNEXURE D – PRICING SCHEDULE)

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number SASSA: 04-26-SCM-KZN
Closing Time: 11:00 AM	Date: 22 July 2026

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF QUOTATIONS

ITEM NO.	QUANTITY	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY (INCLUDING VAT)
1	1	PROCUREMENT OF STATIONERY FOR 3 YEARS	R.....
-	Required by:	
-	At:	
-	Brand and model	
-	Country of origin	
-	Does offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)	
-	Period required for delivery	 *Delivery: Firm/not firm
-	Delivery basis (all delivery costs must be included in the bid price)	

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

***Delete if not applicable**

ANNEXURE E – PRICING SCHEDULE

PAPERS

Papers must be a multifunctional office paper which runs smoothly through photocopiers, laser and inkjet printers.

ITEM	DESCRIPTION	UNIT OF MEASURE	PRICE EXCLUSIVE OF VAT
1	Paper Photocopy 80g A3 – White (5 Reams of 500 Sheets)	Per Box	
2	Paper Photocopy 80g A4 – Blue 5 Reams of 500 Sheets)	Per Box	
3	Paper Photocopy 80g A4 – Pink 5 Reams of 500 Sheets) 5 Reams of 500 Sheets)	Per Box	
4	Paper Photocopy 80g A4 – White 5 Reams of 500 Sheets)	Per Box	
5	Paper Photocopy 80g A4- Green 5 Reams of 500 Sheets)	Per Box	
6	Paper Photocopy 80g A4- Orange 5 Reams of 500 Sheets)	Per Box	
7	Paper Photocopy 80g A4- Yellow 5 Reams of 500 Sheets)	Per Box	
8	Paper Photocopy 80g A4- Red 5 Reams of 500 Sheets)	Per Box	
TOTAL AMOUNT (Excl. VAT) FOR 8 ITEMS			
TOTAL VAT AMOUNT			
TOTAL AMOUNT (Incl. VAT) FOR 8 ITEMS			

NB: Samples for unfamiliar items will be available upon request.

ENQUIRIES

All requirements regarding the bid may be directed to the following:

For bid technical enquiries:

Name: Ms T.N. Cingo

Tel: 033 846 3399

Email: ThabisoC@sassa.gov.za

For bid administration enquiries

Name: Mr L.G. Shandu

Tel: 033 846 9532

Email: LuckyGS@sassa.gov.za

SBD 3.1 (FOR ANNEXURE E – PRICING SCHEDULE)

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

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

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

Name of bidder.....	Bid number SASSA: 04-26-SCM-KZN
Closing Time: 11:00 AM	Date: 22 July 2026

OFFER TO BE VALID FOR **90** DAYS FROM THE CLOSING DATE OF QUOTATIONS

ITEM NO.	QUANTITY	DESCRIPTION	QUOTATION PRICE IN RSA CURRENCY (INCLUDING VAT)
1	1	PROCUREMENT OF STATIONERY FOR 3 YEARS	R.....
-		Required by:
-		At:
-		Brand and model
-		Country of origin
-		Does offer comply with specification?	*YES/NO
-		If not to specification, indicate deviation(s)
-		Period required for delivery *Delivery: Firm/not firm
-		Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

***Delete if not applicable**