



## education

Department:  
Education  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA

Garona Building, Mmabatho  
First Floor, East Wing,  
Private Bag X2044,  
Mmabatho 2735  
Tel.: (018) 388-3429/33  
e-mail: sgedu@nwpg.gov.za

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### DIRECTORATE: SUPPLY CHAIN MANAGEMENT

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Ref: EDU 01/26 NW

Dear Sir/Madam

#### INVITATION TO A BID

**BID NUMBER: EDU 01/26 NW** Appointment of a bulk supply contract sourced directly from manufacturers and/or manufacturer-authorised distributors of identified of identified learner and teacher support material (LTSM) stationery items for a period of three (3) financial years (2026/27 – 2028/29) to appointed distributors within the North West Province

1. You are hereby invited to bid for the appointment of a bulk supply contract sourced directly from manufacturers and/or manufacturer-authorised distributors of identified learner and teacher support material (LTSM) stationery items for a period of three (3) financial years: 2026/27, 2027/28, and 2028/29.
2. The conditions contained in the General Conditions of contract (GCC), i.e. **Annexure "A"**) and the attached tender forms, as well as any other conditions accompanying this invitation, are applicable.
3. The work procedure, the bidder proposes to follow in order to obtain the required result must be clearly outlined and its terms may not conflict with those contained in the General Conditions of Contract.
4. All the documents accompanying this invitation to bid must be completed in detail where applicable, be sealed in an envelope and be deposited in the bid box before the closing date and time. **The bid box is situated at Department of Education, Garona Building, East Wing Entrance, and Ground Floor next to CFO's Office.**
5. Bidder/s should complete the attached pricing schedule and submit it with the bid document
6. All bid documents should be completed, signed and sealed in an envelope and deposited in the **bid box is situated at Department of Education, Garona Building, East Wing Entrance, Ground Floor next to CFO's Office.**

6.1 The following information should be clearly marked on the same sealed envelope:

**"Tender No. : EDU 01/26 NW**  
**"Closing Date : 31 July 2026**  
**"Closing Time : 11H00**

7. All enquiries pertaining specification can be directed to Ms Maleshane Mogale at the following address [mcmogale@nwed.gov.za](mailto:mcmogale@nwed.gov.za)

8. For details for obtaining the bid documents: **Ms Tshiamo Keetile** at the following Telephone number: **(018) 388 4091/4045** during working hours.
9. The Department reserves the right to accept or reject any bid in responsive to the advertisement and to withdraw its decision to seek the provision of these services/goods at any time, with justifiable reasons. The Department of Education will not bind themselves to award the bidder scoring the highest points and can award the bid as a whole or in part.
10. This Bid Documents are ONLY available for download on E Portal. ([www.etenders.gov.za](http://www.etenders.gov.za))
11. The Department of Education reserves the right to accept any tender in whole or in part and does not bind itself to accept the lowest or any tender.

#### CONDITIONS TO BID

*"This bid is issued under the condition that the bidder/s should at any stage during production or execution or on completion of the tender be subjected to inspection. The premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by the representative of the Department of Education or an organization acting on behalf of the State. The bidder shall provide, if required, all required facilities for inspections, tests and analysis of the available apparatus, which may be required for the purpose of such inspection, tests and analysis free of charge unless otherwise specified.*

*The bidder also agrees that the financial standing of the tendered may be examined as part of the inspection.*

#### NOTE:

- ~~The validity period is ninety (90) days, and it is calculated as from the closing date of tenders.~~
- ~~All tender price/s should be VAT inclusive~~

.....  
Mr SL Pooe  
Acting Chief Financial Officer

07/07/2020  
.....  
DATE



education  
Department  
of Education  
North West Province  
REPUBLIC OF SOUTH AFRICA

EDU 01/26 NW APPOINTMENT OF A BULK SUPPLY CONTRACT SOURCED DIRECTLY FROM MANUFACTURERS AND/OR MANUFACTURER-AUTHORISED DISTRIBUTORS OF IDENTIFIED OF IDENTIFIED LEARNER AND TEACHER SUPPORT MATERIAL (LTSM) STATIONERY ITEMS FOR A PERIOD OF THREE (3) FINANCIAL YEARS (2026/27 – 2028/29) TO APPOINTED DISTRIBUTORS WITHIN THE NORTH WEST PROVINCE

**SBD1**

**PART A**

**INVITATION TO BID**

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NORTH-WEST EDUCATION DEPARTMENT  |   |               |   |  |       |
|--|---|---------------|---|--|-------|
| BID NUMBER:  | EDU 01/26 NW  | CLOSING DATE: | 31 JULY 2026  | CLOSING TIME:  | 11:00 |
| DESCRIPTION  | Appointment Of A Bulk Supply Contract Sourced Directly From Manufacturers And/Or Manufacturer-Authorised Distributors Of Identified Learner And Teacher Support Material (LTSM) Stationery Items For A Period Of Three (3) Financial Years (2026/27 – 2028/29) To Appointed Distributors Within The North West Province |               |   |  |       |
| <b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>   |   |               |   |  |       |
| The Bid Box is situated next to the CFO'S Office, ground floor Sekame Road East Wing GARONA Building Education Department.   |   |               |   |  |       |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>  |   |               | <b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>                        |  |       |
| CONTACT PERSON   | Ms T Keetile  |               | CONTACT PERSON  | Ms MC Mogale   |       |
| TELEPHONE NUMBER   | 018 388 4091/4045   |               | TELEPHONE NUMBER  | 018 388 3362   |       |
| E-MAIL ADDRESS   | <a href="mailto:tkeetile@nwed.gov.za">tkeetile@nwed.gov.za</a>  |               | E-MAIL ADDRESS  | <a href="mailto:mcmogale@nwed.gov.za">mcmogale@nwed.gov.za</a>                                       |       |
| <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  |   |               |   |  |       |
| SUPPLIER COMPLIANCE STATUS   | TAX COMPLIANCE SYSTEM PIN:  |               | OR  | CENTRAL SUPPLIER DATABASE No:  |       |
| 2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES ENCLOSE PROOF]  |               | 2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>[IF YES, ANSWER THE QUESTIONNAIRE BELOW] |       |
| <b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>  |   |               |   |  |       |
| 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   |       |
| <b>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.</b> |   |               |   |  |       |

## 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, 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

- 2.3 BIDDER/S MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.4 BIDDER/S 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.
- 2.5 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.6 BIDDER/S MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.7 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.8 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.9 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: .....

**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: EDU ..... NW |
| Closing Time: 11H00 | Closing date:            |

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

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ITEM QUANTITY DESCRIPTION BID PRICE IN RSA CURRENCY

NO.

\*\* (ALL APPLICABLE TAXES INCLUDED)

- Required by: .....

- At: .....

.....

- Brand and model .....

- Country of origin .....

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

- If not to specification, indicate deviation(s).....

- Period required for delivery .....

\*Delivery: Firm/not firm

- Delivery basis .....

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

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

\*Delete if not applicable

**BIDDER’S DISCLOSURE**

**1. PURPOSE OF THE FORM**

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

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

**2. Bidder’s declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

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

| Full Name | Identity Number | Name of State institution |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

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

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;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so

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

required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....  
Signature

.....  
Date

.....  
Name of bidder

.....  
Position

## **SBD 6.1**

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

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

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

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#### **1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- 1.2 **To be completed by the organ of state**  
*(delete whichever is not applicable for this tender).*
- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The 90/10 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  | 90         |
| SPECIFIC GOALS                                   | 10         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 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:

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

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

this tender:

- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**  
*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

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

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|--|--|
| 51%+ Women owned  | 3  |  |  |  |
| 51%+ Black owned  | 2  |  |  |  |
| 51%+ Youth owned  | 2  |  |  |  |
| Enterprise Located in North West Province                   | 1  |  |  |  |
| 51%+ Disability owned                                       | 2  |  |  |  |
| <b>MAX POINTS</b>   | <b>10</b>  |  |  |  |

## 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:** .....

.....

.....

.....

.....



**education**

Department:  
Education  
North West Provincial Government  
**REPUBLIC OF SOUTH AFRICA**

## **TENDER NO.: EDU 01/26NW**

**BID DESCRIPTION:** APPOINTMENT OF A BULK SUPPLY CONTRACT SOURCED DIRECTLY FROM MANUFACTURERS AND/OR MANUFACTURER-AUTHORISED DISTRIBUTORS FOR THE SUPPLY, PACKAGING, AND DELIVERY OF IDENTIFIED STATIONERY, TEXTBOOKS AND OTHER RELATED LEARNER AND TEACHER SUPPORT MATERIAL (LTSM) FOR A PERIOD OF THREE (3) FINANCIAL YEARS (2026/27 – 2028/29) TO APPOINTED DISTRIBUTORS WITHIN THE NORTH WEST PROVINCE.

|                           |  |
|---------------------------|--|
| <b>TECHNICAL ENQUIRY:</b> | <b>M.C Mogale</b>  |
| <b>EMAIL</b>              | <a href="mailto:mcmogale@nwed.gov.za">mcmogale@nwed.gov.za</a> |
| <b>ADDRESS</b>            | Department of Education, Garona Building, East Wing Entrance   |
| <b>BID CLOSING DATE</b>   | 31 JULY 2026   |
| <b>BID CLOSING TIME</b>   | 11:00  |

## 1. PURPOSE

- 1.1. The North West Provincial Department of Education (NWDE) hereby invites suitably qualified, experienced, and **capable manufacturers and/or manufacturer-authorized distributors**, suppliers, companies, institutions, and organisations to submit bids for the bulk supply, packaging, and delivery of identified Learner and Teacher Support Material (LTSM) stationery items to appointed distributors within the North West Province.
- 1.2. The Department seeks to establish contracts with service providers that can demonstrate access to **manufacturer-level pricing, adequate manufacturing and supply capacity, quality assurance, supply chain resilience, and the ability to consistently** meet the Department's demand requirements over the duration of the contract.
- 1.3. The purpose of this procurement is not to procure manufacturing services, but rather to secure a reliable, cost-effective, and sustainable supply chain for the provision of quality LTSM stationery items through manufacturers and/or authorised distribution channels.
- 1.4. The successful bidder(s) shall be required to supply, package, and deliver the specified LTSM stationery items and related services for a period of three (3) financial years, covering the 2026/27, 2027/28, and 2028/29 financial years ending 31 March 2029, subject to the terms and conditions of the contract, satisfactory performance, and the availability of funds.
- 1.5. The Department may appoint one or more service providers to ensure continuity of supply, value for money, risk mitigation, and uninterrupted service delivery to schools within the North West Province.

## 2. INTENTION OF THE NORTH WEST DEPARTMENT OF EDUCATION

### 2.1. Appointment of Service Provider(s)

The Department may appoint one or more service providers for one or more districts, either in part or in whole, depending on the outcome of the evaluation process, operational requirements, capacity considerations, and value for money.

The allocation of districts, quantities, and orders shall be at the sole discretion of the Department and shall not be construed as a guarantee of work, volume, or expenditure. The Department reserves the right to make multiple awards where it is deemed necessary and in the best interests of service delivery.

### 2.2. Pricing and Cost Effectiveness

The Department reserves the right to assess and verify the reasonableness and market competitiveness of all prices submitted by bidders during the evaluation process.

Where prices are found to be excessive, unbalanced, or not reflective of prevailing market conditions, the Department may take such factors into consideration when determining value for money and making a final award, in accordance with applicable Supply Chain Management prescripts, policies, and regulations.

The Department further reserves the right not to make an award where submitted pricing is considered unreasonable or where the bid does not represent optimal value for money.

### 3. LEGAL FRAMEWORK

- 3.1. The North West Department of Education (NWDE) derives its mandate from the Constitution of the Republic of South Africa, 1996, the South African Schools Act, 1996 (Act No. 84 of 1996), the Public Finance Management Act, 1999 (Act No. 1 of 1999), and other applicable education and procurement legislation.
- 3.2. In terms of Section 21 of the South African Schools Act, certain functions relating to the management of school resources may be allocated to School Governing Bodies. Notwithstanding such allocations, the Head of Department remains responsible for ensuring that public schools are adequately resourced and that public funds are utilised effectively, efficiently, economically, and transparently in support of teaching and learning.
- 3.3. The Department is committed to fulfilling its constitutional obligation to progressively realise every learner's right to basic education as contemplated in Section 29(1)(a) of the Constitution of the Republic of South Africa, 1996. In executing this mandate, the Department must ensure that schools are provided with the necessary Learner and Teacher Support Material (LTSM), including stationery, to support effective teaching, learning, and curriculum delivery.
- 3.4. Furthermore, the Department recognises that the best interests of the child, as contemplated in Section 28(2) of the Constitution, are of paramount importance in every matter concerning the child. The provisioning of quality educational resources therefore forms an integral part of creating an enabling learning environment for all learners within the Province.
- 3.5. This Bid and any contract arising from it shall be governed by the Public Finance Management Act, 1999 (Act No. 1 of 1999), Treasury Regulations, Supply Chain Management prescripts, and all other applicable legislation and policies regulating public procurement.
- 3.6. The contract shall be subject to the General Conditions of Contract (GCC) issued by National Treasury, together with any Special Conditions of Contract (SCC) contained in this Bid Document. In the event of any conflict between the General Conditions of Contract and the Special Conditions of Contract, the latter shall prevail only to the extent of such conflict and where legally permissible.

#### 4. DELIVERABLES

- 4.1. The successful bidder(s) shall be responsible for the bulk supply, sourcing, packaging, transportation, and delivery of approved Learner and Teacher Support Material (LTSM) stationery items to distributors appointed by the North West Department of Education.
- 4.2. The successful bidder(s) shall ensure continuous access to adequate manufacturing and/or supply capacity through manufacturers and/or authorised distribution arrangements to meet the Department's requirements throughout the contract period.
- 4.3. The allocation of distributors, quantities, delivery locations, delivery schedules, and purchase orders shall be determined by the Department and may be allocated to one or more appointed service providers.
- 4.4. The successful bidder(s) shall, within fourteen (14) calendar days of receipt of an official purchase order, submit a detailed Order Fulfilment and Delivery Plan indicating:
  - a) Product availability and supply arrangements;
  - b) Packaging and order preparation schedules;
  - c) Transportation and delivery schedules;
  - d) Estimated delivery dates;
  - e) Risk mitigation and contingency measures; and
  - f) Contact details of responsible contract management personnel.
- 4.5. The successful bidder(s) shall further submit progress reports relating to order fulfilment, product availability, packaging, dispatch, transportation, and deliveries as and when required by the Department.
- 4.6. All deliveries shall be completed within forty-five (45) working days from the date of receipt of an official purchase order, unless otherwise agreed to in writing by the Department.
- 4.7. The successful bidder(s) shall ensure that all products supplied are delivered in full, free from defects, properly packaged, clearly labelled, and compliant with the specifications contained in this Bid Document.
- 4.8. The successful bidder(s) shall maintain sufficient stock availability, manufacturer commitments, or supply arrangements necessary to ensure continuity of supply and mitigate the risk of shortages, production delays, supply chain disruptions, or other events that may adversely affect service delivery to schools.

- 4.9. The successful bidder(s) shall promptly notify the Department of any actual or anticipated supply constraints, product shortages, manufacturer disruptions, logistics challenges, or other circumstances that may affect the fulfilment of purchase orders and shall propose corrective measures for consideration by the Department.

## 5. SCOPE OF SERVICE

- 5.1. The North West Department of Education (NWDE) intends to appoint suitably qualified and experienced manufacturers and/or manufacturer-authorized distributors, suppliers, or service providers for the bulk supply, packaging, and delivery of identified Learner and Teacher Support Material (LTSM) stationery items to appointed distributors within the four districts of the North West Province, namely:
- Dr Ruth Segomotsi Mompati District;
  - Ngaka Modiri Molema District;
  - Bojanala Platinum District; and
  - Dr Kenneth Kaunda District.
- 5.2. The purpose of this procurement is to secure a reliable, cost-effective, and sustainable supply chain for the provision of quality LTSM stationery items at competitive manufacturer-level pricing through manufacturers and/or authorised distribution channels.
- 5.3. The appointed service provider(s) shall demonstrate access to adequate manufacturing and/or supply capacity, manufacturer-backed product availability, quality assurance processes, logistics capability, warehousing facilities where applicable, and sufficient financial resources to ensure the uninterrupted supply of stationery items throughout the duration of the contract.
- 5.4. The scope of services shall include, but not be limited to:
- a) The bulk supply of approved LTSM stationery items in accordance with the specifications contained in this Bid Document;
  - b) Product sourcing directly from manufacturers or through authorised manufacturer distribution arrangements;
  - c) Packaging, labelling, and preparation of products in accordance with Departmental requirements;
  - d) Transportation and delivery of products to Department-appointed distributors within the North West Province;
  - e) Quality assurance and compliance with applicable product specifications, standards, and regulatory requirements;

- f) Inventory management, order fulfilment, and supply chain coordination necessary to support the Department's operational requirements;
  - g) Provision of manufacturer warranties, product guarantees, or equivalent assurances where applicable; and
  - h) Submission of production, supply, delivery, and performance reports as may reasonably be required by the Department.
- 5.5. The Department may appoint one or more service providers for one or more districts, in whole or in part, in order to ensure continuity of supply, value for money, risk mitigation, and uninterrupted service delivery to schools within the Province.

## 6. PACKAGING REQUIREMENTS

- 6.1. All stationery packs shall be packaged in durable, transparent plastic packaging in accordance with the approved Pricing Schedule and Catalogue.
- 6.2. All stationery packs shall be securely sealed prior to dispatch.
- 6.3. Individual stationery packs shall be packed into durable cardboard boxes suitable for transportation and storage.
- 6.4. Each cardboard box shall be clearly labelled with the relevant product description, category, quantity, distributor details, and any other information required by the Department.
- 6.5. All boxes shall be sealed with tamper-evident security seals or equivalent identification markers.

## 7. PAYMENT AND INVOICING

- 7.1. Payment shall be processed upon successful delivery, verification, and acceptance of goods by the appointed distributor and the Department, subject to receipt of a valid tax invoice and supporting documentation.
- 7.2. Orders must be delivered in full. Partial deliveries shall only be permitted with the prior written approval of the Department.
- 7.3. The Department may provide successful bidder(s) with access to approved contract management and order tracking systems for purposes of managing orders, deliveries, and reporting.
- 7.4. All deliveries shall take place during normal business hours, being Monday to Friday between 08h00 and 16h00, unless otherwise arranged with the appointed distributor.

- 7.5. The successful bidder(s) shall make delivery arrangements with the appointed distributor prior to dispatch.
- 7.6. Original delivery notes and supporting checklists must accompany every delivery and invoice submitted for payment.
- 7.7. No invoice shall be processed without a fully completed and signed delivery note and proof of delivery.
- 7.8. Delivery documentation shall include:
- Name and address of the distributor;
  - Purchase Order Number;
  - Date of delivery;
  - Description and quantity of items delivered;
  - Name and signature of the authorised recipient;
  - Distributor stamp (where applicable); and
  - Completed item checklist confirming receipt of goods.
- 7.9. All invoices and delivery documentation shall be signed by both the supplier and the authorised representative of the appointed distributor.
- 7.10. All tax invoices shall comply with the Value-Added Tax Act and other applicable financial legislation.
- 7.11. The total invoice value shall correspond with the approved purchase order and the quantities successfully delivered and accepted.

## 8. CAPACITY AND SKILL REQUIREMENTS

### 8.1. Personnel and Organizational Capacity

The bidder shall demonstrate the necessary management, , warehousing, packaging, distribution, and contract administration capacity required to successfully execute a project of this nature and scale.

The bidder shall provide evidence of previous experience in the manufacture, supply, packaging, warehousing, distribution, or delivery of stationery, educational materials, or similar goods under large-scale contracts.

The Department reserves the right to verify the bidder's operational capabilities through site inspections, reference checks, and any other verification processes deemed necessary.

### 8.2. Logistics and Operational Capacity

- 8.2.1. The bidder shall demonstrate access to adequate and reliable transportation resources capable of supporting the delivery requirements of this contract.
- 8.2.2. The bidder shall provide details of its transportation fleet and logistics arrangements, including owned, leased, or contracted vehicles, that will be utilised for the execution of the contract.
- 8.2.3. The bidder shall be responsible for the loading, transportation, off-loading, and placement of goods at appointed distributor facilities or other delivery points designated by the Department.
- 8.2.4. The bidder shall demonstrate access to secure warehousing facilities of sufficient size and capacity to store, package, and dispatch the required volumes of stationery. Warehousing facilities must be accessible to delivery vehicles and comply with applicable health, safety, and security requirements.
- 8.2.5. The Department reserves the right to conduct site inspections to verify warehousing facilities.
- 8.3. Financial Capacity**
- 8.3.1. Bidders shall submit audited Annual Financial Statements or independently reviewed financial statements, where applicable, for the most recent financial reporting period in order to demonstrate their financial capacity to undertake the contract.
- 8.3.2. The Department reserves the right to assess the financial sustainability and capability of bidders as part of the evaluation process.
- 8.4. Award Conditions**
- 8.4.1. Bidders listed on the National Treasury Register for Tender Defaulters and/or the Database of Restricted Suppliers may be disqualified in accordance with applicable legislation and procurement prescripts.
- 8.4.2. Bidders found to have engaged in prohibited, collusive, or anti-competitive practices as contemplated in the Competition Act, 1998 (Act No. 89 of 1998), the Public Finance Management Act, 1999, Treasury Regulations, SBD 9, and the General Conditions of Contract may be disqualified from the bidding process.

Such practices include, but are not limited to:

- a. Bid-rigging or collusive tendering arrangements;

- b. The submission of bids intended to distort or restrict competition;
- c. Any conduct prohibited under Section 4(1)(b) of the Competition Act.

8.4.3. The Department reserves the right to consider documented evidence of previous contract performance, including instances of material breach, contract cancellation, poor performance, non-delivery, late delivery, or supply of non-compliant goods, where such information is lawfully available and relevant to the execution of this contract.

## **9. EVALUATION PROCESS**

### **9.1 The evaluation will be conducted through six stages.**

**Stage 1** - Administrative compliance.

**Stage 2** - Paper-based functionality evaluation: 100 points, with a minimum threshold of 70 points.

**Stage 3** - Site Visit Inspections (verification).

**Stage 4** - Sample presentation and Evaluation

**Stage 5** - Price / Preference Points 90/10 points.

**Stage 6** – Consolidation of report to Bid adjudication.

### **9.2 STAGE 1: ADMINISTRATIVE COMPLIANCE EVALUATION**

9.2.1 Administrative evaluation will be carried out on all the bids in terms of the following criteria:

9.2.2 Submission of a Price Schedule for the duration of the contract. The prices must be VAT inclusive as well as administrative cost, storage, packaging and delivery to appointed distributors - **Compulsory**.

9.2.3 Signed and fully completed Standard Bid Documents (SBD), including SBD 1 and SBD 4, with bidders declaring directorship on SBD 4 paragraph 2.3 [*related enterprise means a business that is connected to another business through ownership, control, management, or common interest, so the two are not treated as fully independent bidders*] - **Compulsory**.

9.2.4 SBD 3.1 and SBD 6.1, where applicable. SBD 6.1 is required for claiming specific goals points - **Non-compulsory**.

9.2.5 **Joint Venture Agreement**, where applicable - **Compulsory where a Joint Venture is entered into**.

9.2.6 Combined B-BBEE original certificate or certified copy.

9.2.7 Signed memorandum of agreement by all parties in the case of a Joint Venture, together with certified copies of directors' identity documents and CSD MAAA numbers for all parties.

9.2.8 Central Suppliers Database MAAA Number (CSD Number) - **Compulsory**.

9.2.9 Signed and authorised latest three years' audited financial statements for the years 2023, 2024 and 2025 - **Compulsory**.

9.2.10 The authorised company director must approve the financial statements.

9.2.11 The minimum requirement of the financial statements is that they contain a Balance Sheet, Income Statement and Notes.

9.2.12 Proposed Implementation Plan or Project Plan.

9.2.13 Have adequate and well-secured manufacturing/warehouse facilities of not less than **4,000 m<sup>2</sup>** for storage and packaging that are accessible for trucks and forklifts - **Compulsory**.

9.2.14 Warehouse capacity of not less than 4,000 m<sup>2</sup> or equivalent demonstrated storage capacity capable of accommodating anticipated **peak stock volumes**.

9.2.15 All certified copies must not be older than six (6) months from the closing date of the bid.

9.2.16 Any bidder who does not comply with any of the above-mentioned compulsory criteria will be eliminated from the evaluation process and will not be considered for further evaluation.

### **9.3 STAGE 2: FUNCTIONALITY EVALUATION (INITIAL ASSESSMENT)**

9.3.1 The following criteria will be used to evaluate bids on functionality:

9.3.2 All bidders who score the **minimum threshold of 70 points or above shall advance to Stage 3 of the bidding process**. Bids that do not score the specified minimum points for functionality shall be disqualified and shall not be considered further.

### 9.3.3 Criteria for Functionality Points

| CRITERIA  | SUB-CRITERIA  | SCORE   | WEIGHT    |           |
|---|---|---|-----------|-----------|
| <p><b>Company work Experience + Similar Contract Value (40 Points):</b> Bidders must submit relevant to print/manufacturing, supply and delivery projects where these goods and services were transported to the <b>clients</b> and have been successfully completed in the last 7 years</p> <p><b>Evidence Required:</b></p> <p><b>(1)</b> Approved (signed) Award letter(s) and/or official Purchase Order(s),</p> <p><b>(2)</b> Invoice(s) matching the project(s) value <b>AND</b></p> <p><b>(3)</b> Delivery note approved by the bidders' client. An approved letter confirmation delivery is also acceptable.</p> <p>These evidence documents must contain the following:</p> <ul style="list-style-type: none"> <li>*Date of project/duration</li> <li>*Amount/value of each project</li> <li>*Company/Client name &amp; contact</li> <li>*Project description</li> </ul> <p>The Department may, at its discretion, verify any reference provided.</p> <p>The <b>combination</b> of the bidder's <b>years in operation</b> and evidence of successfully completed contracts of a <b>similar nature and value</b> shall be used to assess the bidder's experience, capacity, and ability to perform the contract successfully.</p> <p><b>(NB: If the submitted evidence does not have any of the details as stipulated above, this evidence will not be accepted, and NO points will be awarded for that</b></p> | <p>The bidder's Company Registration Documents shall be used to verify the period for which the business has been in operation. Relevant experience shall be demonstrated through written reference letters, duly signed by previous clients, confirming the successful completion of similar bulk supply contracts within the preceding seven (7) years.</p> |   | <b>15</b> |           |
|   | More than 7 years   | 3   |           |           |
|   | 5 years or more but less than 7 years'  | 2   |           |           |
|   | More than 1 year but less than 5 years  | 1   |           |           |
|   |   | Less than 1 years   | 0         | <b>25</b> |
|   |   | Successfully completed similar bulk supply contracts with a cumulative value of <b>R100 million</b> or more over the past seven years             | 5         |           |
|   |   | Successfully completed similar bulk supply contracts with a cumulative value between <b>R50 million and R99 million</b> over the past seven years | 4         |           |
|   |   | Successfully completed similar bulk supply contracts with a cumulative value between <b>R20 million and R49 million</b> over the past seven years | 3         |           |
|   |   | Successfully completed similar bulk supply contracts with a cumulative value between <b>R10 million and R19 million</b> over the past seven years | 2         |           |
|   |   | Less than <b>R10 million</b> or no verifiable similar experience over the past seven years  | 1         |           |
| <b>Financial Sustainability and Working Capital (25 Points)</b>   | A company with adequate <b>Working Capital</b> will have enough cash available to pay its bills. The  |   |           |           |

| CRITERIA   | SUB-CRITERIA  | SCORE | WEIGHT    |
|--|---|-------|-----------|
| <p><b>Evidence could be any of the following:</b></p> <ul style="list-style-type: none"> <li>-Bank Facility Letter</li> <li>- Overdraft Facility</li> <li>- Trade Credit Facility</li> <li>- Financial Guarantee</li> <li>- Confirmed Bank/Manufacturer Credit Line</li> <li>- Combination thereof</li> </ul> <p><b>issued within 90 days of bid closing.</b></p> <p>The assessment of working capital is intended to determine the bidder's ability to finance day-to-day operations, absorb cash flow pressures, and sustain uninterrupted supply throughout the contract period. Adequate working capital reduces the risk of supply disruptions, delayed deliveries, stock shortages, and contract failure arising from financial constraints.</p> | <p>bidders will be scored in verified available capital as per AFS and/or Evidence Provided</p>   |       |           |
|  | <p>Proven access to working capital and funding facilities of <b>R20 million or more</b></p>  | 5     | <b>25</b> |
|  | <p><b>R10m-R19m</b></p>   | 4     |           |
|  | <p><b>R5m-R9m</b></p>   | 3     |           |
|  | <p><b>R1m-R4m</b></p>   | 2     |           |
| <p>Less than R1m</p>   | 1   |       |           |
| <p><b>Logistics and Distribution Capability (35 Points)</b></p> <p><b>Evidence Required:</b></p> <p><b>(1)</b> Vehicle registrations of intended transport owned by company or active director(s) <b>OR</b></p> <p><b>(2)</b> Vehicle registrations of intended transport owned by individual lending or leasing to bidder.</p> <p><b>(3)</b> In case of (2) above, A signed letter of confirmation by owner of transport and the Owner's <b>Certified</b> Copy of ID <b>OR</b></p> <p><b>(4)</b> Signed intention of Lease from rental agency with description of trucks. This must be in a Original Letterhead of the Agency)</p>  | <p>The bidder must demonstrate its ability to transport, distribute, and deliver bulk quantities of Learning and Teaching Support Material (LTSM), stationery, and related educational resources within the North West Province and other designated delivery points as may be required by the Department.</p> <p>Bidders must submit verifiable documentary proof of access to the transport resources proposed for this contract.</p> |       |           |
|  | <p>Demonstrated logistics capability equivalent to or exceeding <b>2 x 34-ton</b> articulated trucks and supporting distribution resources, supported by verifiable evidence</p>  | 5     | <b>35</b> |
|  | <p>Demonstrated logistics capability equivalent to <b>1 x 34-ton</b> articulated truck and supporting distribution resources, supported by verifiable evidence</p>  | 4     |           |

| CRITERIA               | SUB-CRITERIA  | SCORE | WEIGHT     |
|------------------------|---|-------|------------|
|                        | Demonstrated logistics capability equivalent to 5–9 medium-duty delivery vehicles ( <b>8-ton or greater</b> ), supported by verifiable evidence | 3     |            |
|                        | Limited logistics capability demonstrated   | 2     |            |
|                        | No verifiable logistics capability demonstrated   | 1     |            |
| <b>TOTAL SCORE (%)</b> |   |       | <b>100</b> |

Table 1 - Functionality Criteria Points

### **9.4 STAGE 3: SITE VISIT AND VERIFICATION (VERIFICATION OF CLAIMS)**

9.4.1 The Department reserves the right to conduct site inspections of shortlisted bidders for purposes of verifying information submitted in support of functionality, capacity, infrastructure, logistics capability, warehousing facilities, equipment, systems, and any other claims made in the bid.

9.4.2 Shortlisted bidders shall be notified in writing of the date, time, and venue of the site inspection using the contact details provided in the bid submission.

9.4.3 The site inspection shall be conducted by authorised Departmental officials using the prescribed Site Inspection Assessment Tool contained in **Annexure C**.

9.4.4 The purpose of the site inspection is to verify the existence, adequacy, and operational readiness of the facilities, resources, systems, and equipment declared by the bidder in its submission.

9.4.5 Where material discrepancies are identified between the information submitted and the actual conditions observed during the site inspection, the Department reserves the right to adjust the bidder's functionality score or disqualify the bid where misrepresentation is established.

9.4.6 Only bidders who **receive a recommendation** from the **Site Inspection and Verification Team**, based on the successful verification of the information, infrastructure, resources, capacity, and claims submitted in their bid, shall proceed to **Stage 4: Sample Evaluation**. The Department reserves the right to exclude any bidder where material discrepancies, misrepresentations, insufficient capacity, or other risks are identified during the verification process.

9.4.7 Bidders may bid for one or more of the following districts:

- Dr Ruth Segomotsi Mompati District;
- Ngaka Modiri Molema District;
- Bojanala Platinum District; and
- Dr Kenneth Kaunda District.

Bidders shall indicate clearly in the prescribed schedule the district(s) for which they are submitting bids. There shall be no restriction on the number of districts for which a bidder may submit a bid, provided that the bidder demonstrates sufficient capacity to service the selected district(s).

| DISTRICT                     | SELECTION WITH A TICK |
|------------------------------|-----------------------|
| BOJANALA                     |                       |
| DR KENNETH KAUNDA            |                       |
| DR RUTH SEGOMOTSI<br>MOMPATI |                       |
| NGAKA MODIRI MOLEMA          |                       |

**Table 2 - District Selection**

The Department reserves the right to verify all information, infrastructure, resources, systems, personnel, warehousing facilities, equipment, transportation capacity, and any other requirements declared by the bidder during the site inspection process.

Bidders who fail to achieve the prescribed minimum threshold during functionality evaluation and site inspection verification, where applicable, shall not proceed to the next stage of the evaluation process.

#### **9.5 STAGE 4: SAMPLE EVALUATION (QUALITY ASSESSMENT)**

##### **9.5.1 Purpose**

The Department shall require shortlisted bidders to submit product samples for evaluation. The purpose of the Sample Evaluation is to assess compliance with the technical specifications, quality standards, durability, packaging requirements, safety requirements, and overall suitability of the stationery items proposed by the bidder.

##### **9.5.2 Submission of Samples**

9.5.2.1 Only bidders who have successfully progressed through the Functionality Evaluation and Site Inspection stages shall be invited to submit samples.

9.5.2.2 The Department shall notify shortlisted bidders in writing of:

- The sample items required
- Quantities to be submitted

- Submission dates and venue
- Evaluation criteria; and
- Evaluation schedule.

### 9.5.3 Evaluation Panel

Samples shall be evaluated by Bid Evaluation Committee and the End-User

### 9.5.4 Sample Evaluation Threshold

Samples shall be evaluated out of a total of one hundred (100) points.

A bidder must achieve a minimum threshold of eighty-five (85) points to qualify for the next stage of evaluation.

Bidders who fail to achieve the minimum threshold shall be disqualified and shall not be considered further.

### 9.5.5 Sample Evaluation Criteria

| SAMPLE Evaluation Criterion                                   | Weighting  |
|---|------------|
| Compliance with Technical Specifications                      | 30         |
| Product Quality and Workmanship                               | 25         |
| Durability and Suitability for School Use                     | 20         |
| Packaging, Labelling and Presentation                         | 15         |
| Safety, Non-Toxicity and Compliance with Applicable Standards | 10         |
| <b>TOTAL</b>  | <b>100</b> |

Table 3 - Sample Evaluation Criterion

### 9.5.6 Scoring Methodology

| RATING       | DESCRIPTION   | SCORE ALLOCATION  |
|--------------|---|-------------------|
| Excellent    | Exceeds specification requirements and demonstrates superior quality and durability | 100% of weighting |
| Good         | Fully complies with specification requirements                                      | 80% of weighting  |
| Acceptable   | Meets minimum specification requirements  | 60% of weighting  |
| Poor         | Partially complies with specification requirements                                  | 30% of weighting  |
| Unacceptable | Does not comply with specification requirements                                     | 0% of weighting   |

Table 4 - Scoring Methodology

### 9.5.7 Product-Specific Evaluation Requirements

The Evaluation Panel shall assess samples against the following minimum requirements:

#### a) Exercise Books and Writing Books

- Correct page count and dimensions
- Quality and thickness of paper
- Binding strength
- Cover quality and print finish
- Compliance with specified ruling and layout.

#### b) Pens

- Ink quality and consistency
- Smooth writing performance
- Durability of casing

- Ink flow and drying characteristics.

**c) Pencils**

- Lead quality and break resistance
- Ease of sharpening
- Writing performance and consistency.

**d) Erasers**

- Effective erasing capability
- Minimal paper damage
- Minimal residue after use.

**e) Geometry Sets, Rulers and Mathematical Instruments**

- Material quality and durability
- Accuracy of measurements and markings
- Resistance to breakage under normal school use.

**f) Packaging Requirements**

- Correct packaging according to catalogue specifications
- Proper labelling and identification
- Tamper-evident sealing
- Suitability for transportation and storage.

**g) Health and Safety Compliance**

- Non-toxic materials
- Absence of hazardous substances
- Compliance with applicable health and safety standards.

**h) Minimum Wood Glue Technical Requirements**

- Be non-toxic and safe for use by learners;
- Be water-based or equivalent safe formulation;
- Be supplied in the specified volume/container size;
- Demonstrate effective bonding of wooden surfaces;

- Be free from leakage, contamination, or visible defects.

### 9.5.8 Rejection of Samples

The Department reserves the right to reject samples that:

- (a) do not comply with the specifications;
- (b) are defective, damaged, or poorly manufactured;
- (c) contain hazardous materials;
- (d) materially differ from the product offered in the bid submission; or
- (e) fail to meet the minimum quality standards prescribed by the Department.

### 9.5.9 Consequences of Failure

Failure to submit the required samples within the prescribed period shall result in disqualification.

Failure to achieve the minimum threshold score of seventy (85) points shall result in the bidder being excluded from further evaluation.

Where a bidder submits samples that materially differ from the products offered in the bid submission, the Department may reject the bid and take any other action permitted by law.

The approved samples become the benchmark for deliveries during the contract period.

### 9.5.10 Collection of Samples

Unsuccessful bidders shall be notified to collect their samples within thirty (30) calendar days after the conclusion of the procurement process.

Samples not collected within the prescribed period may be disposed of by the Department without further notice.

## **9.6 STAGE 5: PRICE AND PREFERENCE POINT EVALUATION**

9.6.1 Bids that have successfully passed all preceding evaluation stages shall be evaluated on the basis of Price and Specific Goals in accordance with the applicable procurement legislation, regulations, and the Department's approved Supply Chain Management Policy.

9.6.2 The 90/10 Preference Point System shall apply to this bid as the estimated value of the contract is expected to exceed R50 million, inclusive of all applicable taxes.

9.6.3 Points for Price shall be allocated out of ninety (90) points, whilst points for Specific Goals shall be allocated out of ten (10) points.

## 10. PROCEDURES FOR SUBMISSION OF BID DOCUMENTS

10.1 The Department reserves the right to request clarification of any information contained in a bid submission, provided that such clarification does not amount to an amendment of the bid.

10.2 Bidders shall submit their bid documents by depositing them in the official bid box designated by the North West Department of Education before the stipulated closing date and time indicated in the bid advertisement and bid document.

10.3 It shall be the sole responsibility of the bidder to ensure that the bid document is deposited in the correct bid box before the closing date and time.

10.4 The official bid box is located at:

### **North West Department of Education**

Garona Building, East Wing

Ground Floor, Next to the Office of the Chief Financial Officer (CFO)

Dr James Moroka Drive

Mmabatho

2735

10.5 Only bid documents deposited in the official bid box before the stipulated closing date and time shall be considered for evaluation.

10.6 Late bids shall not be accepted or considered under any circumstances.

10.7 Bid documents must be submitted in a sealed envelope or package and clearly marked with:

- Bid Number;
- Bid Description; and
- Name of the Bidder.

10.8 Bid documents shall be securely bound to ensure that all pages remain intact throughout the evaluation process.

10.9 The Department shall not accept responsibility for bid documents delivered to the incorrect location, submitted after the closing date and time, or otherwise not deposited in the official bid box.

## 11. SPECIAL CONDITIONS OF CONTRACT

### 11.1 SCC 1: General

11.1.1 These Special Conditions of Contract (SCC) shall be read together with the General Conditions of Contract (GCC) issued by National Treasury.

11.1.2 In the event of any inconsistency between the GCC and SCC, the SCC shall prevail only to the extent of such inconsistency and where legally permissible.

### 11.2 SCC 2: Contract Duration

11.2.1 The contract shall remain valid for a period of three (3) financial years, commencing from the date of contract signature or as determined by the Department, subject to satisfactory performance and the availability of funds.

11.2.2 The Department does not guarantee any minimum value, quantity, or volume of orders during the contract period.

### 11.3 SCC 3: Appointment of Service Providers

11.3.1 The Department reserves the right to appoint one or more service providers for one or more districts, either in part or in whole, based on operational requirements, capacity, risk mitigation, service delivery considerations, and value for money.

11.3.2 The Department further reserves the right to allocate, reallocate, increase, decrease, or redistribute orders amongst appointed service providers during the contract period.

### 11.4 SCC 4: Pricing and Escalation

11.4.1 **The price** quoted by the successful bidder **shall remain fixed for the first twelve (12) months** of the contract and shall form the basis for all services rendered during the first contract year.

11.4.2 Subject to the continuation of the contract and the availability of funds, the **prices may be adjusted annually** on the anniversary date of the contract commencement.

11.4.3 Any annual adjustment shall be **applied uniformly** to all appointed service providers under this bid and shall be limited to the annual **Consumer Price Index (CPI)**, as published by Statistics South Africa.

11.4.4 The applicable CPI shall be the most recent annual CPI published by Statistics South Africa preceding the anniversary date of the contract.

11.4.5 The **annual adjustment** shall be determined and **communicated by the Department in writing and shall apply equally to all appointed service** providers. No individual escalation requests, negotiations, or supplier-specific adjustments shall be permitted.

11.4.6 The adjusted prices shall become the applicable prices for the ensuing contract year and shall form the basis for any subsequent adjustment contemplated under this clause.

11.4.7 Notwithstanding the above, the **Department reserves the right, subject to budget availability**, National Treasury instructions, and other applicable prescripts, to defer, limit, or suspend any annual adjustment where circumstances so require.

11.4.8 **Under no circumstances** shall any annual adjustment **exceed CPI per annum**.

### 11.5 SCC 5: Product Quality

11.5.1 All products supplied under this contract shall comply with the technical specifications contained in the Bid Document, the approved benchmark samples evaluated in terms of **Section 9.5: Sample Evaluation**, and any applicable South African National Standards (SANS), SABS standards, ISO standards, or equivalent recognised standards where applicable.

11.5.2 The successful bidder shall ensure that all goods delivered throughout the contract period are of the same quality, specification, workmanship, composition, durability, packaging standard, and performance characteristics as the samples approved during the bid evaluation process.

11.5.3 Any goods found to be defective, substandard, non-compliant, materially different from the approved samples, or not meeting the prescribed quality standards may be rejected and returned to the supplier for replacement at no additional cost to the Department.

### 11.6 SCC 6: Replacement of Defective Goods

11.6.1 Any defective, damaged, non-compliant, incorrectly supplied, or rejected goods shall be replaced by the supplier within fourteen (14) calendar days from the date of notification by the Department at no additional cost to the Department.

### 11.7 SCC 7: Delivery Performance

11.7.1 All deliveries shall be completed within the delivery periods stipulated in the purchase order or contract.

11.7.2 Failure to meet agreed delivery timelines may result in the application of contractual remedies in terms of the General Conditions of Contract, including penalties, cancellation of orders, recovery of damages, or termination of the contract.

### 11.8 SCC 8: Proof of Delivery

11.8.1 No delivery shall be regarded as complete until:

- The goods have been received and verified;

- A valid delivery note has been signed and stamped;
- The delivery has been accepted by the appointed distributor; and
- Supporting documentation has been submitted to the Department.

### **11.9 SCC 9: Performance Monitoring**

11.9.1 The Department reserves the right to continuously monitor the performance of appointed service providers throughout the contract period.

11.9.2 Performance indicators may include:

- Delivery compliance;
- Product quality;
- Responsiveness;
- Contract administration;
- Accuracy of orders; and
- Customer service standards.

11.9.3 Persistent poor performance may result in corrective measures, suspension of orders, contract termination, or any other action permitted by law.

### **11.10 SCC 10: Warehousing and Logistics**

11.10.1 The successful bidder shall maintain adequate warehousing, packaging, security, transportation, and distribution facilities throughout the contract period.

11.10.2 The Department reserves the right to conduct site inspections at any stage during the contract period to verify continued compliance. See Annexure C

### **11.11 SCC 11: Audit and Inspection Rights**

11.11.1 The Department, Internal Audit, the Auditor-General of South Africa, National Treasury, Provincial Treasury, and any other authorised oversight body shall have unrestricted access to records, facilities, systems, and documentation relating to the execution of this contract for audit, inspection, verification, or investigation purposes.

### **11.12 SCC 12: Subcontracting**

11.12.1 No subcontracting arrangement shall relieve the successful bidder of its obligations under the contract.

11.12.2 Any subcontracting shall be subject to applicable legislation, Treasury instructions, and prior written approval by the Department where required.

### **11.13 SCC 13: Anti-Corruption and Ethical Conduct**

11.13.1 The supplier shall comply with all applicable legislation relating to fraud, corruption, bribery, and unethical conduct, including but not limited to:

- The Public Finance Management Act, 1999;
- The Prevention and Combating of Corrupt Activities Act, 2004;
- The Competition Act, 1998; and
- National Treasury procurement prescripts.

11.13.2 Any proven act of fraud, corruption, collusion, bid-rigging, bribery, or unethical conduct may result in immediate termination of the contract and referral to the relevant authorities.

#### **11.14 SCC 14: Confidentiality and Protection of Information**

11.14.1 The supplier shall treat all information obtained during the execution of the contract as confidential and shall comply with the requirements of the Protection of Personal Information Act, 2013 (POPIA), where applicable.

11.14.2 Such information shall not be disclosed to any third party without the prior written consent of the Department.

#### **11.15 SCC 15: Business Continuity**

11.15.1 The supplier shall maintain adequate contingency measures to ensure continuity of service in the event of disruptions, including but not limited to:

- Labour disputes;
- Vehicle breakdowns;
- Supply chain disruptions;
- Warehouse incidents;
- Natural disasters; or
- Any other event that may impact service delivery.

#### **11.16 SCC 16: Post-Award Verification**

11.16.1 The Department reserves the right to conduct **post-award verification prior to contract signature** and at any stage during the contract period.

11.16.2 Where **material misrepresentation, false information, fraudulent conduct, or non-compliance** is identified, the Department may withdraw the award, terminate the contract, recover damages, and/or institute any other legal remedies available.

### 11.17 SCC 17: Objective Criteria

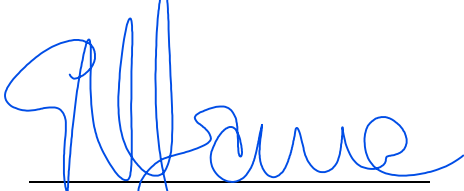
11.17.1 The Department reserves the right to apply objective criteria, as contemplated in applicable procurement legislation and policies, when making an award.

### 11.18 SCC 18: Right Not to Award

11.18.1 The Department reserves the right not to make an award, to make a partial award, or to cancel the bid process where it is in the public interest or where circumstances justify such action.

### 11.19 SCC 19: Applicable Law

11.19.1 This contract shall be governed and interpreted in accordance with the laws of the Republic of South Africa.



**MR V THEJANE KA MPUMELELO**  
**CHAIRPERSON: BID SPECIFICATION COMMITTEE**

DATE: 06/07/2026

## 12. BIDDER'S DECLARATION AND SIGNATURE

I/We, the undersigned, hereby:

**12.1 Declare** that all information provided in this bid is true, correct, and complete in all respects, and that any misrepresentation may result in disqualification or termination of contract.

**12.2 Confirm** that I/we have read, understood, and accept all terms and conditions contained in this bid document, including but not limited to the General Conditions of Contract, Special Conditions of Contract, and all applicable statutory and regulatory requirements.

**12.3 Undertake** that, if awarded the contract, I/we will comply fully with all applicable legislation, including the Public Finance Management Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), and any directives issued by the Department.

### 12.4 Acceptance of eLTSM System Usage

I/We hereby:

**12.4.1 Acknowledge** the Department's implementation of the **electronic Learner and Teacher Support Material (eLTSM) System** as the official system of record for all LTSM-related transactions.

**12.4.2 Agree to mandatory attendance** of all training, onboarding sessions, and system orientation programmes as scheduled by the Department.

**12.4.3 Authority** - By signing this document, the bidder confirms that the bid has been duly authorised by the bidder and that the signatory is empowered to commit the bidder contractually.

### 12.5 Binding Nature of Declaration

I/We understand that this declaration forms part of the bid and will be incorporated into any contract concluded with the Department.

| Description                       | Details |
|-----------------------------------|---------|
| Name of Bidder                    |         |
| Registration Number               |         |
| Name of Authorised Representative |         |
| Designation                       |         |

| Description    | Details |
|----------------|---------|
| Signature      |         |
| Date           |         |
| Contact Number |         |
| Email Address  |         |

*Table 5 - Declaration and Signature*

**ANNEXURE A\_CATALOGUE / PRICING SCHEDULE  
GRADE R PACK**

| Item Description  | QTY | YEAR 1     |             |
|---|-----|------------|-------------|
|   |     | UNIT PRICE | TOTAL PRICE |
| Colour Pencils: Full Length, box of 12 colours – 136cm                          | 1   |            |             |
| Medium Crayons: wax type, box of 24 colours – 11mm                              | 1   |            |             |
| Pencil: Good Quality Black-lead Pencil 17.5 cm                                  | 4   |            |             |
| Book exercise A4, 17mm ruling and margin, 48 pages 80-90 grams per square meter | 1   |            |             |
| Manual Pencil Sharpener metal - One hole  | 1   |            |             |
| Hog hair paint brush, round, No. 8 (20-30 cm)                                   | 1   |            |             |
| Hog hair paint brush, round, No. 10 (20-30 cm)                                  | 1   |            |             |
| Play dough 500g multi-coloured (6)  | 1   |            |             |
| Water Colour Paint set of 12 colours 22cm                                       | 3   |            |             |
| Eraser, pencil, rectangular, hard minimum 60 x 20 x 10mm                        | 2   |            |             |
| Ruler: 300 mm long, graduated, flexible plastic (non-brittle).                  | 1   |            |             |
| Drawing book, white without inter-leaving page, size A4L 48 pages               | 1   |            |             |
| Exercise, quad 7mm square lineation with margin, size A5 ,72 pages              | 2   |            |             |
| Charcoal Drawing Sticks, Raw, Medium, Box of 10 Sticks 13.5cm, 6-8mm            | 1   |            |             |

GRADE R PACK

GRADE R PACK

**GRADE R PACK**

| Item Description  | QTY       | YEAR 1           |             |
|---|-----------|------------------|-------------|
|   |           | UNIT PRICE       | TOTAL PRICE |
| Pitt Sticks: brown, Box of 12 sticks 7cm                            | 1         |                  |             |
| Crayons: Pencil type, Junieur Grip Triangular, 9mm wide, 10 Colours | 1         |                  |             |
| Scissors, Kindergarten, Blunt Nose for Right-Handed Learners 135mm  | 1         |                  |             |
| Educational colouring Book 200pgs                                   | 1         |                  |             |
| Cardboard A4 Puzzles 6 Pieces                                       | 1         |                  |             |
| <b>TOTAL GRADE R ITEMS</b>  | <b>26</b> | <b>SUB TOTAL</b> |             |
|   |           | <b>15% VAT</b>   |             |
| <b>TOTAL PRICE FOR GRADE R PACK</b>                                 |           |                  |             |

Table 6 = Grade R Pack

**NB – All 24 items MUST be priced. Failure to price ALL items with render the Bid Non Responsive and Bidder will not be considered for further evaluation and will be disqualified.**

**GRADE 1 TO GRADE 3 PACK**

| ITEM DESCRIPTION   | QTY | YEAR 1     |             |
|--|-----|------------|-------------|
|  |     | UNIT PRICE | TOTAL PRICE |
| Colour Pencils: Box of 12 colours 17.5cm                 | 1   |            |             |
| Medium Crayons: wax type, box of 24 colours – 11mm       | 1   |            |             |
| Pencil: Good Quality Black-lead Pencil 17.5 cm           | 3   |            |             |
| Eraser, pencil, rectangular, hard minimum 60 x 20 x 10mm | 1   |            |             |

**GRADE 1 TO GRADE 3 PACK**

| ITEM DESCRIPTION   | QTY       | YEAR 1           |             |
|--|-----------|------------------|-------------|
|  |           | UNIT PRICE       | TOTAL PRICE |
| Exercise, quad 7mm square lineation with margin size A4 72 pages                       | 1         |                  |             |
| Book: Exercise, size A4, feint with margin, 96 pages, hard cover 1 quire 297mm x 210mm | 3         |                  |             |
| Ruler: 300 mm long, graduated, flexible plastic (non-brittle).                         | 1         |                  |             |
| Scissors, Kindergarten, Blunt Nose for Right-Handed Learners 135mm                     | 2         |                  |             |
| Book: Exercise; Size A4, Irish ruled with margin, 72 pages. Soft cover 297mm x 210mm   | 3         |                  |             |
| Book: Exercise; Size A4 feint and margin, 72 pages. Soft cover 17mm                    | 1         |                  |             |
| Manual Pencil Sharpener metal - one hole   | 2         |                  |             |
| A4 Unruled Book 72 pages 297mm x 210mm   | 2         |                  |             |
| <b>TOTAL ITEMS FOR GET GRADE 1-3</b>   | <b>21</b> |                  |             |
| <b>TOTAL PRICE FOR GRADE 1 TO GRADE 3 PACK</b>   |           | <b>SUB TOTAL</b> |             |
|  |           | <b>15% VAT</b>   |             |
|  |           | <b>TOTAL</b>     |             |

Table 7 - Grade 1 to 3 Pack

**NB – All 23 items MUST be priced. Failure to price ALL items with render the Bid Non Responsive and Bidder will not be considered for further evaluation and will be disqualified.**

**GRADE 4 TO GRADE 6 PACK**

| ITEM DESCRIPTION   | QTY | YEAR 1     |             |
|--|-----|------------|-------------|
|  |     | UNIT PRICE | TOTAL PRICE |
| <b>GRADE 4 TO GRADE 6 PACK</b>   |     |            |             |
| Book: Exercise; Size A4 feint with margin 72 pages. Soft cover 297mm x 210mm   | 6   |            |             |
| Pen, Ballpoint, Blue, Non - retractable, non - replaceable refill. Ball size: Medium.  | 6   |            |             |
| Pencil: Good Quality Black-lead Pencil 17.5 cm   | 6   |            |             |
| Book: Exercise, Size A4, feint with margin, 192 pages, hard cover, 2 quire 297mm x 210mm   | 6   |            |             |
| Eraser, pencil, rectangular, hard minimum 60 x 20 x 10mm   | 4   |            |             |
| Ruler: 300 mm long, graduated, flexible plastic (non-brittle).   | 1   |            |             |
| Scissors, Round-nosed stainless steel, 135mm   | 2   |            |             |
| Mathematical Instruments, Metal case. Contents: Compass, Stencil, Dividers, Pencil, 30°, 45° and 60° set squares, 15 cm ruler, Protractor, Sharpener, Eraser | 1   |            |             |
| Manual Pencil Sharpener metal - one hole   | 1   |            |             |

**GRADE 4 TO GRADE 6 PACK**

| ITEM DESCRIPTION                   | QTY | YEAR 1     |             |
|------------------------------------|-----|------------|-------------|
|                                    |     | UNIT PRICE | TOTAL PRICE |
| TOTAL ITEMS FOR GET GRADE 4-6      | 33  |            |             |
| TOTAL ITEMS FOR GET GRADE 4-6      | 35  | SUB TOTAL  |             |
|                                    |     | 15% VAT    |             |
| TOTAL PRICE FOR GET GRADE 4-6 PACK |     | TOTAL      |             |

Table 8 - Grade 4 to 6 Pack

**NB – All 35 Items MUST be priced. Failure to price ALL items with render the Bid Non Responsive and Bidder will not be considered for further evaluation and will be disqualified.**

| ITEM DESCRIPTION   |  | QTY | YEAR 1     |             |
|--|--|-----|------------|-------------|
|  |  |     | UNIT PRICE | TOTAL PRICE |
| Book: Exercise, Size A4 feint with margin 72 pages. Soft cover 297mm x 210mm   |  | 10  |            |             |
| Book: Exercise, Size A4, feint with margin, 288 pages, hard cover, 3 quire 297mm x 210mm   |  | 3   |            |             |
| Pen, Ballpoint, Blue, Non - retractable, non - replaceable refill. Ball size: Medium.  |  | 6   |            |             |
| Pencil: Good Quality Black-lead Pencil 17.5cm  |  | 6   |            |             |
| Book: Exercise, Size A4, feint with margin, 192 pages, hard cover, 2 quire 210x297 mm  |  | 3   |            |             |
| Eraser, pencil, rectangular, hard minimum 60 x 20 x 10mm   |  | 2   |            |             |
| Ruler: 300 mm long, graduated, flexible plastic (non-brittle).   |  | 1   |            |             |
| Scissors, Round-nosed stainless steel, 135mm   |  | 1   |            |             |
| Mathematical Instruments, Metal case. Contents: Compass, Stencil, Dividers, Pencil, 30°, 45° and 60° set squares, 15 cm ruler, Protractor, Sharpener, Eraser |  | 1   |            |             |
| Book: Accounting, Journal, Size A4, 72 pages. Soft cover 297mm x210mm  |  | 1   |            |             |
| Book: Accounting, Eight Money Column Cash Journal, Size A4, 72 pages 297mm x 210mm   |  | 2   |            |             |
| Book: Accounting, Double Column Ledger, Size A4, 72, pages .Soft cover 297mm x 210mm   |  | 1   |            |             |
| Book: Accounting, Eight Money Column Creditors Journal, Size A4, 72 pages 297mm x 210mm  |  | 1   |            |             |

GRADE 8 TO GRADE 9 PACK

GRADE 7 TO GRADE 9 PACK

| GRADE 7 TO GRADE 9 PACK                   |           |                  |             |
|---|-----------|------------------|-------------|
| ITEM DESCRIPTION                          | QTY       | YEAR 1           |             |
|   |           | UNIT PRICE       | TOTAL PRICE |
| Manual Pencil Sharpener metal - one hole  | 1         |                  |             |
| <b>TOTAL ITEMS FOR GET GRADE 7-9</b>      | <b>39</b> | <b>SUB TOTAL</b> |             |
|   |           | <b>15% VAT</b>   |             |
|   |           |                  |             |
|   |           |                  |             |
|   |           |                  |             |
|   |           | <b>TOTAL</b>     |             |
| <b>TOTAL PRICE FOR GET GRADE 7-9 PACK</b> |           |                  |             |

Table 9 - Grade 7 to 9 Pack

**NB – All 41 items MUST be priced. Failure to price ALL items with render the Bid Non-Responsive and Bidder will not be considered for further evaluation and will be disqualified.**

**GRADE 10 TO GRADE 12 GENERAL PACK**

**ITEM SPECIFICATION**

| ITEM SPECIFICATION   | QTY       | YEAR 1           |             |
|--|-----------|------------------|-------------|
|  |           | UNIT PRICE       | TOTAL PRICE |
| Pencil: Good Quality Black-lead Pencil 17.5cm  | 4         |                  |             |
| Eraser, pencil, rectangular, hard minimum 60 x 20 x 10mm   | 1         |                  |             |
| Pen, Ballpoint, Blue, Non - retractable, non - replaceable refill. Ball size: Medium.  | 4         |                  |             |
| Book: Exercise; Size A4 feint with margin 72 pages. Soft cover 297mm x 210mm   | 11        |                  |             |
| Book: Exercise, Size A4, feint with margin, 192 pages, hard cover, 2 quire 297mm x 210mm   | 4         |                  |             |
| Book: Exercise, Size A4, feint with margin, 288 pages, hard cover, 3 quire 297mm x 210mm   | 3         |                  |             |
| Book: Scribbler Size A4 (297mm x 210mm) Feint with margin ruled 8.5mm 72 pages   | 1         |                  |             |
| Mathematical Instruments, Metal case. Contents: Compass, Stencil, Dividers, Pencil, 30°, 45° and 60° set squares, 15 cm ruler, Protractor, Sharpener, Eraser | 1         |                  |             |
| Manual Pencil Sharpener metal - one hole   | 1         |                  |             |
| Ruler: 300mm long, graduated, flexible plastic(non-brittle)  | 1         |                  |             |
| <b>TOTAL ITEMS FOR GRADE 10 - 12</b>   | <b>31</b> | <b>SUB TOTAL</b> |             |
|  |           | <b>15% VAT</b>   |             |
| <b>TOTAL PRICES FOR GRADE 10 TO GRADE 12 GENERAL PACK</b>  |           |                  |             |

**GRADE 10 TO GRADE 12 GENERAL PACK**

Table 10 - Grade 10 to 12 General Pack

**NB – All 37 Items MUST be priced. Failure to price ALL items with render the Bid Non-Responsive and Bidder will not be considered for further evaluation and will be disqualified.**

| GRADE 10 TO GRADE 12 TECHNICAL PACK                           |     |            | YEAR 1       |  |
|---|-----|------------|--------------|--|
| ITEMS DESCRIPTION   | QTY | UNIT PRICE | TOTAL PRICE  |  |
|   |     |            |              |  |
| 2H Pencil: Good Quality Black-lead Pencil 17.5cm              | 4   |            |              |  |
| A3 Drawing board 297mm x 420mm                                | 1   |            |              |  |
| 30°/60° Set Square (minimum length 200 mm) Flexible Plastic   | 1   |            |              |  |
| Compass 120mm   | 1   |            |              |  |
| 45° / 45° Set Square (minimum length 150 mm) Flexible Plastic | 1   |            |              |  |
| Protractor flexible plastic                                   | 1   |            |              |  |
| TOTAL ITEMS FOR TECHNICAL PACK                                | 9   |            | SUB TOTAL    |  |
|   |     |            | 15% VAT      |  |
| <b>TOTAL PRICE FOR GRADE 10-12 TECHNICAL PACK</b>             |     |            | <b>TOTAL</b> |  |

Table 11 - Grade 10 to 12 Technical Pack



EDU 01/26 NW APPOINTMENT OF A BULK SUPPLY CONTRACT SOURCED DIRECTLY FROM MANUFACTURERS AND/OR MANUFACTURER-AUTHORISED DISTRIBUTORS OF IDENTIFIED OF IDENTIFIED LEARNER AND TEACHER SUPPORT MATERIAL (LTM) STATIONERY ITEMS FOR A PERIOD OF THREE (3) FINANCIAL YEARS (2026/27 – 2028/29) TO APPOINTED DISTRIBUTORS WITHIN THE NORTH WEST PROVINCE

**NB – All 9 Items MUST be priced. Failure to price ALL items with render the Bid Non-Responsive and Bidder will not be considered for further evaluation and will be disqualified.**



| <b>GRADE 10 - 12 COMMERCIAL PACK</b>  |            |                   |                    |
|---|------------|-------------------|--------------------|
| <b>ITEMS DESCRIPTION</b>  | <b>QTY</b> | <b>YEAR 1</b>     |                    |
|   |            | <b>UNIT PRICE</b> | <b>TOTAL PRICE</b> |
| Book Accounting, Treble Column Cash, Size A4, 72 pages 297mm x 210mm                    | 3          |                   |                    |
| Book: Accounting, Journal, Size A4, 72 pages. Soft cover 297mm x 210mm                  | 3          |                   |                    |
| Book: Accounting, Eight Money Column Cash Journal, Size A4, 72 pages 297mm x 210mm      | 3          |                   |                    |
| Book: Accounting, Double Column Ledger, Size A4, 72, pages .Soft cover 297mm x 210mm    | 3          |                   |                    |
| Book: Accounting, Eight Money Column Creditors Journal, Size A4, 72 pages 297mm x 210mm | 3          |                   |                    |
| Book: Exercise; Size A4; feint with margin 72 pages. Soft cover 297 mm x 210mm          | 3          |                   |                    |
| <b>TOTAL ITEMS FOR GR 10-12 COMMERCE PACK</b>   | <b>18</b>  | <b>SUB TOTAL</b>  |                    |
|   |            | <b>15% VAT</b>    |                    |
| <b>TOTAL PRICE FOR GR 10 - 12 COMMERCE PACK</b>   |            | <b>TOTAL</b>      |                    |

GRADE 10 TO GRADE 12 COMMERCIAL PACK

Table 12 - Grade 10 to 12 Commercial Pack

**NB – All 18 items MUST be priced. Failure to price ALL items will render the Bid Non Responsive and Bidder will not be considered for further evaluation and will be disqualified.**

| SUPPLEMENTARY ITEMS   |     |            |             |
|---|-----|------------|-------------|
| ITEM DESCRIPTION  | QTY | YEAR 1     |             |
|   |     | UNIT PRICE | TOTAL PRICE |
| Display File 10 Pockets 300mm x 210mm   | 1   |            |             |
| Display File 20 Pockets 300mm x 210mm   | 1   |            |             |
| Display File 30 Pockets 300mm x 210mm   | 1   |            |             |
| Display File 50 Pockets 300mm x 210mm   | 1   |            |             |
| Fly Paper A4 Feint and Margin 500 sheets 297mm x 210mm  | 1   |            |             |
| Standard Scientific Calculator with a minimum of 200 functions ( <b>Batteries MUST be included</b> )                  | 1   |            |             |
| Advanced Scientific Calculator with a minimum of 400 functions ( <b>Batteries MUST be included</b> ) similar to CASIO | 1   |            |             |
| Examination pad Size A4, feint with margin, punched, 100 pages 297mm x 210mm  | 1   |            |             |
| Tempera paint (powder) black 500g container with lid.   | 1   |            |             |
| Tempera paint (powder) Prussian blue 500g container with lid  | 1   |            |             |
| Tempera paint (powder) red 500g container with lid  | 1   |            |             |
| Tempera paint (powder) white 500g container with lid  | 1   |            |             |

SUPPLEMENTARY ITEMS

**SUPPLEMENTARY ITEMS**

| ITEM DESCRIPTION   | QTY | YEAR 1     |             |
|--|-----|------------|-------------|
|  |     | UNIT PRICE | TOTAL PRICE |
| Tempera paint (powder) yellow 500g container with lid  | 1   |            |             |
| Tempera paint (powder) green 500g container with lid   | 1   |            |             |
| Tempera paint (powder) violet 500g container with lid  | 1   |            |             |
| Water colour paint, set of 12 colours 22cm   | 1   |            |             |
| A2 Canaletto / Bockingford, 300g, water colour paper 42 x 59.4cm                                       | 1   |            |             |
| A2 Cartridge paper 42 x 59.4cm   | 1   |            |             |
| A2 Board (white), 280g 42 x 59.4cm   | 1   |            |             |
| Abacus, 12 rows, 10 beads per row, same colour beads in one row, different colours in rows.25.5 x 17cm | 1   |            |             |
| Scissors Kindergarten, blunt-nose for left-handed learners 135mm                                       | 1   |            |             |
| Scissors for left-handed learners 135mm  | 1   |            |             |
| Educational Colouring Book 200pg   | 1   |            |             |
| Modelling clay: 500g, Plasticine, Mixed colours.   | 1   |            |             |
| Rolling Pin Plastic (Large) 43-48cm  | 1   |            |             |

**SUPPLEMENTARY ITEMS**

| ITEM DESCRIPTION  | QTY | YEAR 1     |             |
|---|-----|------------|-------------|
|   |     | UNIT PRICE | TOTAL PRICE |
| Hog hair paint brush, flat, No. 4 20 – 30 cm  | 1   |            |             |
| Hog hair paint brush, flat, No. 6 20 – 30 cm  | 1   |            |             |
| Hog hair paint brush, flat, No. 8 20 – 30 cm  | 1   |            |             |
| Hog hair paint brush, flat, No. 10 20 – 30 cm   | 1   |            |             |
| Hog hair paint brush, round, No. 2 20 – 30 cm   | 1   |            |             |
| Hog hair paint brush, round, No. 4 20 – 30 cm   | 1   |            |             |
| Hog hair paint brush, round, No. 6 20 – 30 cm   | 1   |            |             |
| A3 Sketch Pad 30pages (Steel Ring bound [landscape] and Perforated ½ cm from ring binder) 297mm x 420mm | 1   |            |             |
| A4 Sketch Pad 45pages (Steel Ring bound [landscape]and Perforated ½ cm from ring binder) 297mm x 210mm  | 1   |            |             |
| Flard Cards 36 card set (1-9000 numbers)  | 1   |            |             |
| Book: Exercise, Size A4, feint with margin, 288 pages, hard cover, 3 quire 297mm x 210mm                | 1   |            |             |
| Book: Exercise, size A4, feint with margin, 96 pages, hard cover 1 quire 297mm x 210mm                  | 1   |            |             |
| Book: Exercise, Size A4, IRISH with margin, 72 pages soft cover 297mm x 210mm                           | 1   |            |             |

| ITEM DESCRIPTION   |   | QTY | YEAR 1     |             |
|--|---|-----|------------|-------------|
|  |   |     | UNIT PRICE | TOTAL PRICE |
| <b>SUPPLEMENTARY ITEMS</b>   |   |     |            |             |
| Book: Exercise, Size A4, QUARD with margin, 72 pages soft cover 297mm x210mm 297mm x 210mm | 1 |     |            |             |
| Book: HARD COVER, Size A4, FEINT with margin, 192 pages, hard cover, 2quire 297mm x 210mm  | 1 |     |            |             |
| Book: Exercise; Size A4 feint with margin 72 pages. Soft cover 297mm x 210mm               | 1 |     |            |             |
| Book; Exercise, Size A5, feint with margin, 32 pages 210mm x 148mm                         | 1 |     |            |             |
| Book: Accounting, Journal, Size A4, 72 pages. Soft cover 297mm x 210mm                     | 1 |     |            |             |
| Book: Accounting, Eight Money Column Cash Journal, Size A4, 72 pages 297mm x 210mm         | 1 |     |            |             |
| Book: Accounting, Double Column Ledger, Size A4, 72, pages .Soft cover 297mm x 210mm       | 1 |     |            |             |
| Book: Accounting, Eight Money Column Creditors Journal, Size A4, 72 pages 297mm x 210mm    | 1 |     |            |             |
| Book: Exercise, Size A4, feint with margin, 288 pages, hard cover, 3 quire 297mm x 210mm   | 1 |     |            |             |
| Book: Exercise; Size A4 feint and margin, 72 pages. Soft cover 17mm                        | 1 |     |            |             |
| Graph Book A4 32pages 297mm x 210mm  | 1 |     |            |             |
| Eraser: Putty  | 1 |     |            |             |
| File: 4 ½ - 5 cm Lever Arch File   | 1 |     |            |             |

**SUPPLEMENTARY ITEMS**

| ITEM DESCRIPTION   | QTY | YEAR 1     |             |
|--|-----|------------|-------------|
|  |     | UNIT PRICE | TOTAL PRICE |
| Plastic Paint Palette round shape                                    | 1   |            |             |
| Colour Pencils, box of 12 colours 17.5cm                             | 1   |            |             |
| Colour Pencil, Full Length, box of 12 colours 136c                   | 1   |            |             |
| Charcoal drawing sticks, raw, medium, box of 10 sticks 13.5cm, 6-8mm | 1   |            |             |
| Pitt sticks, brown, box of 12 sticks 7cm                             | 1   |            |             |
| Glue Stick 40 g (similar to Pritt)                                   | 1   |            |             |
| Retractable Wax Crayons 24 pieces 170mm                              | 1   |            |             |
| Jumbo Triangular 2B Pencil 10mm                                      | 1   |            |             |
| Big Manual Pencil Sharpners 12-17mm                                  | 1   |            |             |
| Pencil: Good Quality Black-lead Pencil 17.5cm                        | 1   |            |             |
| Wood glue 125ml  | 1   |            |             |
| Cardboard A4 Puzzles 6 Pieces  | 1   |            |             |
| Cardboard A4 Puzzles 12 Pieces                                       | 1   |            |             |

| SUPPLEMENTARY ITEMS  |     |            | YEAR 1           |  |
|--|-----|------------|------------------|--|
| ITEM DESCRIPTION   | QTY | UNIT PRICE | TOTAL PRICE      |  |
| Cardboard A4 Puzzles 18 Pieces                               | 1   |            |                  |  |
| Cardboard A4 Puzzles 24 Pieces                               | 1   |            |                  |  |
| 2H Pencil: Good Quality Black-lead Pencil 17.5cm             | 1   |            |                  |  |
| 10 A4 Multipunched Plastic Sleeve File Pockets 297mm x 210mm | 1   |            |                  |  |
| 6B Pencil: Good Quality Black-lead Pencil 17.5cm             | 1   |            |                  |  |
| <b>TOTAL SUPPLEMENTARY ITEMS</b>                             |     |            | <b>SUB TOTAL</b> |  |
|  |     |            | <b>15% VAT</b>   |  |
| <b>TOTAL PRICE FOR SUPPLEMENTARY ITEMS</b>                   |     |            | <b>TOTAL</b>     |  |

Table 13 - Supplementary Items

**NB – All 65 Items MUST be priced. Failure to price ALL items will render the Bid Non Responsive and Bidder will not be considered for further evaluation and will be disqualified.**

**ANNEXURE C: SITE VISIT AND CLAIMS VERIFICATION REPORT**

| <b>PRICING SCHEDULE SUMMARY</b>      |                  |                  |
|--------------------------------------|------------------|------------------|
| <b>CATALOGUE ITEMS</b>               | <b>No. Items</b> | <b>YEAR 1</b>    |
|                                      |                  | <b>Sub Total</b> |
| GRADE R PACK                         | 26               |                  |
| GRADE 1 TO GRADE 3 PACK              | 21               |                  |
| GRADE 4 TO GRADE 6 PACK              | 33               |                  |
| GRADE 7 TO GRADE 9 PACK              | 39               |                  |
| GRADE 10 TO GRADE 12 GENERAL PACK    | 31               |                  |
| GRADE 10 TO GRADE 12 TECHNICAL PACK  | 09               |                  |
| GRADE 10 TO GRADE 12 COMMERCIAL PACK | 18               |                  |
| SUPPLEMENTATRY ITEMS                 | 69               |                  |
| <b>TOTAL ITEMS</b>                   | <b>246</b>       |                  |
| <b>VAT</b>                           | <b>(15%)</b>     |                  |
| <b>TOTAL BID PRICE FOR YEAR 1</b>    |                  |                  |

Table 14 - Pricing Schedule Summary

**NORTH WEST DEPARTMENT OF EDUCATION  
SITE VISIT AND CLAIMS VERIFICATION REPORT  
BID NUMBER:**

**BID DESCRIPTION:**

**BIDDER NAME:**

**PHYSICAL ADDRESS VISITED:**

**DATE OF SITE VISIT:**

**TIME:**

**DEPARTMENTAL OFFICIALS PRESENT:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**BIDDER REPRESENTATIVES PRESENT:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**SECTION A: PURPOSE OF VISIT**

The purpose of this site visit is to verify claims submitted by the bidder in support of functionality, capacity, infrastructure, warehousing facilities, logistics capability, equipment, systems, personnel, and any other information relied upon during the bid evaluation process.

**SECTION B: VERIFICATION OF CLAIMS**

| No. | Claim Made in Bid                | Evidence Submitted | Verified on Site (Yes/No) | Comments |
|-----|----------------------------------|--------------------|---------------------------|----------|
| 1   | Warehousing Facility             |                    |                           |          |
| 2   | Storage Capacity                 |                    |                           |          |
| 3   | Fleet and Delivery Vehicles      |                    |                           |          |
| 4   | Material Handling Equipment      |                    |                           |          |
| 5   | ICT Systems and Tracking Systems |                    |                           |          |
| 6   | Security Systems                 |                    |                           |          |
| 7   | Staffing Resources               |                    |                           |          |
| 8   | Insurance Cover                  |                    |                           |          |
| 9   | Operational Processes            |                    |                           |          |
| 10  | Other Claims                     |                    |                           |          |

Table 15 - Verification Claim

**SECTION C: WAREHOUSE FACILITY VERIFICATION**

| Item   | Requirement | Compliant (Yes/No) | Comments |
|--|-------------|--------------------|----------|
| Warehouse physically exists                            |             |                    |          |
| Warehouse address corresponds with bid submission      |             |                    |          |
| Adequate storage space available                       |             |                    |          |
| Stock racking installed                                |             |                    |          |
| Loading and offloading area available                  |             |                    |          |
| Secure access control measures                         |             |                    |          |
| CCTV surveillance installed                            |             |                    |          |
| Fire protection equipment available                    |             |                    |          |
| Warehouse condition suitable for educational materials |             |                    |          |
| Backup power available (if applicable)                 |             |                    |          |

Table 16 - Warehouse Facility Verification

**SECTION D: LOGISTICS AND DISTRIBUTION CAPABILITY**

| Item                                    | Verified (Yes/No) | Comments |
|---|-------------------|----------|
| Delivery vehicles available             |                   |          |
| Vehicle registration documents verified |                   |          |
| Vehicle roadworthiness verified         |                   |          |
| Vehicle tracking systems installed      |                   |          |
| Distribution plan available             |                   |          |

EDU 01/26 NW APPOINTMENT OF A BULK SUPPLY CONTRACT SOURCED DIRECTLY FROM MANUFACTURERS AND/OR MANUFACTURER-AUTHORISED DISTRIBUTORS OF IDENTIFIED OF IDENTIFIED LEARNER AND TEACHER SUPPORT MATERIAL (LTSM) STATIONERY ITEMS FOR A PERIOD OF THREE (3) FINANCIAL YEARS (2026/27 – 2028/29) TO APPOINTED DISTRIBUTORS WITHIN THE NORTH WEST PROVINCE

| Item                                  | Verified (Yes/No) | Comments |
|---------------------------------------|-------------------|----------|
| Driver resources available            |                   |          |
| Delivery scheduling process available |                   |          |

Table 17 - Logistics and Distribution Capability

**SECTION E: ICT SYSTEMS AND REPORTING CAPABILITY**

| Item                         | Verified (Yes/No) | Comments |
|------------------------------|-------------------|----------|
| Warehouse management system  |                   |          |
| Inventory management system  |                   |          |
| Delivery tracking capability |                   |          |
| Reporting capability         |                   |          |
| Internet connectivity        |                   |          |
| Backup procedures            |                   |          |

Table 18 - ICT System and Reporting Capability

**SECTION F: PERSONNEL VERIFICATION (NOT REQUIRED BEFORE AWARD)**

| Position             | Claimed | Verified | Comments |
|----------------------|---------|----------|----------|
| Warehouse Manager    |         |          |          |
| Logistics Manager    |         |          |          |
| Drivers              |         |          |          |
| Warehouse Assistants |         |          |          |
| Administrative Staff |         |          |          |

Table 19 - Personnel Verification

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 STATIONERY ITEMS FOR A PERIOD OF THREE (3) FINANCIAL YEARS (2026/27 – 2028/29) TO APPOINTED DISTRIBUTORS WITHIN THE NORTH WEST PROVINCE

**SECTION G: INSURANCE VERIFICATION (NOT REQUIRED BEFORE AWARD)**

| Item                        | Verified (Yes/No) | Comments |
|-----------------------------|-------------------|----------|
| Warehouse Insurance         |                   |          |
| Goods-In-Transit Insurance  |                   |          |
| Public Liability Insurance  |                   |          |
| Insurance Values Adequate   |                   |          |
| Insurance Valid and Current |                   |          |

Table 20 - Insurance

**SECTION H: PHOTOGRAPHIC EVIDENCE**

Photographs taken during the site visit:

- Warehouse Exterior
  - Warehouse Interior
  - Storage Areas
  - Vehicles
  - Security Systems
  - Equipment
  - Other
- Number of photographs attached: \_\_\_\_\_

EDU 01/26 NW APPOINTMENT OF A BULK SUPPLY CONTRACT SOURCED DIRECTLY FROM MANUFACTURERS AND/OR MANUFACTURER-AUTHORISED DISTRIBUTORS OF IDENTIFIED OF IDENTIFIED LEARNER AND TEACHER SUPPORT MATERIAL (LTSM) STATIONERY ITEMS FOR A PERIOD OF THREE (3) FINANCIAL YEARS (2026/27 – 2028/29) TO APPOINTED DISTRIBUTORS WITHIN THE NORTH WEST PROVINCE

**SECTION I: RISK ASSESSMENT**

| Risk Area                | Low                      | Medium                   | High                     | Comments |
|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| Infrastructure Capacity  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Logistics Capability     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Security                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Financial Sustainability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Contract Delivery Risk   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |          |

Table 21 - Risk Assessment

**SECTION J: SITE VISIT FINDINGS**

Summary of findings:

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**SECTION K: RECOMMENDATION**

Based on the verification conducted:

- All material claims have been verified.
- Minor discrepancies identified but do not materially affect capability.
- Material discrepancies identified requiring clarification.
- Bidder's claims could not be verified.
- Bidder presents a high implementation risk.

Recommendation:

- Suitable for Award
- Suitable for Award Subject to Clarification
- Not Recommended for Award

Reasons:

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**SECTION L: SIGNATURES**

**Departmental Verification Team**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

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

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

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

**Bidder Representative**

I acknowledge that the site visit was conducted and that the findings recorded above were discussed during the visit.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

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