



DEPARTMENT OF WATER AND SANITATION

REPUBLIC OF SOUTH AFRICA

DUE AT 11:00 ON

29 JULY 2026

WTE1016CE

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION
OFFICE GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

SUBMIT COMPLETED AND SIGNED BID DOCUMENTS TO:

POSTAL ADDRESS:

Department Water and Sanitation
Supply Chain Management Office
Private Bag X2023

STANDERTON

2430

OR

TO BE DEPOSITED IN:

The bid box at the entrance of
Construction East Office Building
Grootdraai Dam

STANDERTON

2430

BIDDER: (Company address and stamp)

COMPILED BY: CONSTRUCTION EAST

DEPARTMENT OF WATER AND SANITATION

WTE1016CE

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

CONTENTS

INVITATION TO BID (SBD 1)

SECTION 1: LEGALITIES

SECTION 2: PRICE QUOTATION DATA

SECTION 3: PRICING SCHEDULE

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	WTE1016CE	CLOSING DATE: 29 July	2026	CLOSING TIME:	11H00
DESCRIPTION	SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE.				
BID RESPONSE DOCUMENTS MAY BE SUBMITTED IN BID BOX TO:					
POSTAL ADDRESS: Department Water and Sanitation Supply Chain Management Office Private Bag X2023 STANDERTON 2430		OR	TO BE DEPOSITED IN: The bid box at the entrance of Construction East Office Building Grootdraai Dam STANDERTON 2430		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr SD Mongwe	Contact Person	Ms K Bosiu		
TELEPHONE NUMBER	083 600 5718	Telephone Number	017 720 1600		
E-MAIL ADDRESS	MongweS2@dws.gov.za	E-MAIL ADDRESS	BosiuK@dws.gov.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS/SERVICE/WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER PART B:3]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			☐ YES ☐ NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			☐ YES ☐ NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			☐ YES ☐ NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE SUBMITTED TO BID BOX OR SUBMITTED IN BID BOX BY THE STIPULATED TIME. 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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

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

SIGNATURE OF BIDDER:.....

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

DATE:.....

DEPARTMENT OF WATER AND SANITATION

WTE1016CE

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION
OFFICE GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE.**

SECTION 1: LEGALITIES

CONTENTS

1. Instructions to Suppliers
2. Declaration of Interest (SBD 4)
3. Preference Points Claim in terms of the Preferential Procurement Regulation, 2022 (SBD 6.1)
4. Instructions to Suppliers: Purchases (Annexure 7)
5. General conditions of contract

DEPARTMENT OF WATER AND SANITATION

WTE1016CE

SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE

1. INSTRUCTIONS TO BIDDERS

CONTENTS

1. Issuing of documents
2. Queries with respect to this bid
3. Completion of Bids
4. Submission of Bids
5. Signature on Bids
6. General Conditions of Contract
7. Bids to comply with documents
8. Telegraphic bids
9. The Department's right to decline any bid
10. Department is not liable for bidder's expenses
11. Payments made under this contract
12. Evaluation Criteria
13. Rejection of bids
14. Results of bids

INSTRUCTIONS TO BIDDERS

1. ISSUING OF DOCUMENTS

- (a)
 - 1. A complete set of bid documents is issued to a list of prospective Bidders, sourced from National Treasury's Central Supplier Database.
 - 2. Bid documents for bids advertised on CIDB will be made available on written request via E-mail.
 - 3. A complete set of bid documents can be downloaded from E-Portal for the bids advertised on E-Portal
- (b) Bidders must satisfy themselves that the document is complete and conform to the index of this document. Should any figures or writing be indistinct or should any pages be missing from this document or should this document or the drawing(s) contain any obvious errors, the Bidders must immediately notify the Department in order to have any discrepancy rectified or clarified before submitting his bid. Such clarification will be valid only if made by the Department by means of formal amendment as described hereunder prior to the date of submission of bids. The Department may issue amendments to clarify or modify the Bid Documents. A copy of each amendment will be issued to each bidder and shall be acknowledged on the form issued with the amendments. No claim whatsoever will be entertained for faults in the bid price resulting from the above-mentioned discrepancies.
- (c) No alterations, omissions or additions shall be made to this document, but should it be deemed necessary to do so, the Bidder is at liberty to qualify his bid.
- (d) All Bidders shall be deemed to have waived, renounced and abandoned any conditions printed or written upon any stationery used by them for the purpose of or in connection with the submission of bids which are in conflict with the conditions laid down in this document.

2. QUERIES WITH RESPECT TO THIS BID.

Queries of a specific administration nature should be directed to Mr SD Mongwe:in writing to The SCM, Demand Management Office, Department of Water and Sanitation MongweS2@dws.gov.za or telephonically on 083 6005718

Queries of a specific technical nature should be directed to Mrs K.Bosiu in writing to: BosiuK@dws.gov.za. or telephonoically on 017 720 1643/00

3. COMPLETION OF BIDS

- (a) **The bid must be signed on the Invitation to Bid form (SBD 1) annexed hereto with all blanks in the bid and the appendix filled in.**
- (b) **All spaces in the bid forms and other annexures shall be completed in full.**
- (c) **Section 3 in the bid document and the Pricing Schedule must be fully completed and priced out by the bidder.**
- (d) The bid documents shall not be separated in any way nor must any pages be detached from the original documents.

4. SUBMISSION OF BIDS

- a) The Bid Document shall be completed and submitted as follows:

The original Bid, together with a cover letter and supporting documents, shall be sealed in an envelope endorsed: "Original Bid: **WTE1016CE: SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

and the name of the bidder shall be clearly shown.

- b) Bids sealed and endorsed as above, will be received by: The Supply Chain Management Office or may be deposited in the bid box at the entrance of the Department Water and Sanitation: Construction East Office Building, Grootdraai Dam, Standerton and not later than 11:00 on the date stipulated on the front cover of this document.

5. SIGNATURE ON BIDS

The Bid, if by an individual, must be signed by that individual or by someone on his behalf duly authorised thereto and proof of such authority must be produced. If the bid is by a Company, it must be signed by a person duly authorised thereto by a Resolution of a Board of Directors a copy of which Resolution, duly certified by the Chairman of the Company is to be submitted with the bid.

If the bid is submitted by joint venture of more than one person and/or Companies and/or firms it shall be accompanied by the following:

- (a) The original or a notarially, certified copy of the original document under which such joint venture was constituted which must define precisely inter alia the conditions under which the joint venture will function, its period of duration and the participation of the several constituent persons and/or companies and/or firms.
- (b) A certificate signed by or on behalf of each participating person and/or company and/or firm authorising the person who signed the bid to do so.

6. GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (National Treasury 2010), as attached shall be regarded as an integral part of the contract documents.

7. BIDDERS TO COMPLY WITH DOCUMENTS

Where applicable, Bidders must allow in their Bids for all labour, material, machinery and everything necessary for the execution and completion of the Contract in accordance with the bid documents. No alterations may be made in the Invitation to Bid, Schedule of Quantities or other documents and the bid will be deemed to comply entirely with the terms of the documents.

8. TELEGRAPHIC BIDS

No bid forwarded by telegram, telex, facsimile will be considered. Only bids deposited in bid box will be acceptable on closing date before or at 11:00.

9. THE DEPARTMENTS RIGHT TO DECLINE ANY BID

The Department does not bind itself to accept the lowest or any bid.

10. DEPARTMENT IS NOT LIABLE FTHE OR BIDDER'S EXPENSES

The Department will not be held liable for any expenses incurred in preparing and submitting bids.

11. PAYMENTS UNDER THE CONTRACT

All payments due to the Bidder in terms of the contract will be done by means of Electronic Fund Transfer. Bid price must be firm.

12. EVALUATION CRITERIA

Bids will be evaluated in accordance with the new Preferential Procurement Regulations, 2022, using 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA, Act 5 of 2000). The lowest acceptable bid in terms of value will score 80 points for price and a maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

Bid proposals will be evaluated based on the 80/20 preference points where a maximum of 80 points will be awarded in respect of price and a maximum of 20 points will be awarded for goals.

The evaluation of bids will be conducted in four (4) phases as follows:

- **Phase 1: Mandatory Requirement**
- **Phase 2: Administrative Compliance**
- **Phase 3: Technical Evaluation and Specification Compliance**
- **Phase 4: Preference Points System**

Phase 1: Mandatory Requirements

- Failure to complete, sign and submit the documents listed in table 1 below will render your bid non-responsive and will be disqualified.
- Failure to attend compulsory site briefing listed in table 1 below will render your bid non-responsive and will be disqualified.

Table 1

No	Criteria	Yes	No
1.	Complete, sign, and submit SBD1, SBD 3.1, SBD 4		

Phase 2: Administrative Compliance

Table 2

Bidders are required to comply with the following listed below

No	Criteria	Yes	No
1.	Companies must be registered with National Treasury's Central Supplier Database.		
2.	Companies must be tax compliant with SARS (to be verified through CSD and SARS).		
3.	Companies must be actively registered with Company Intellectual Property Commission (to be verified through CSD and CIPC).		
4.	Submit a certified copy of B-BBEE Status Level Verification Certificate /affidavit. (failure to submit, the Bidder will forfeit the preferential points to be claimed)		
5.	Complete, sign, and submit SBD1, SBD 3.1, SBD 4 & SBD 6.1 according to PPR 2022 (failure to submit, the Bidder will forfeit the preferential points to be claimed)		

Phase 3: Technical Evaluation and Specification Compliance

Compliance requirements:

- Indicate by marking the relevant column to confirm specification compliance. A bidder who fails to comply with the specification requirements as described in section 2 of this document will be disqualified and not considered for further evaluation.

Table 3

Item no	Qty	Description/Spec ToR	Comply	Non-Comply
1.	30 box	Arch Lever Files A4 80mm/10 – Per Box		
2.	30 each	Office Calculators desk type (Large) - Each		
3.	2 pack	Coloured Hardboard Paper A4 160GSM Bright Board Assorted 100's – Per Pack		
4.	20 box	Clutch Pencils 0.5mm – (4*12 boxes)		
5.	20 box	Normal Pencil HB- (6*12 Boxes)		
6.	60 each	Eraser (White) – Each		
7.	100 each	Examination Pads-A4-80pg		
8.	70 pack	Finger Cones Green 0 – pack		
9.	60 pack	Finger Cones Red 00 – pack		
10.	15 pack	Finger Cones Blue – pack		
11.	150 each	Glue Stick (43g) – Each (Pritt or similar)		
12.	100 each	Hard Cover Books A4 96pg – Each		

13.	100 each	Stapler (20 Sheets) Kangaroo or similar – Each		
14.	200 each	Highlighters – Assorted colours		
15.	50 rolls	Clear Celotape (12mm x 33m) - rolls		
16.	30 each	Scientific calculator - Each		
17.	200 box	Pen G-2 0.7 Pilot (or similar) Black Pen –12 Per Box		
18.	200 box	Pen G-2 0.7 Pilot (or similar) Black Pen Refill –12 Per Box		
19.	50 box	Pen G-2 0.7 Pilot (or similar) Red Pen – 12 Per Box		
20.	50 box	Pen G-2 0.7 Pilot (or similar) Blue Pen -12 Per Box		
21.	10 box	Pen G-2 0.7 Pilot Blue Pen (or similar) Refill -12 Per Box		
22.	100 each	Ballpoint Pen Black – (BIC or similar)-Each		
23.	20 each	Ballpoint Pen Red - (BIC or similar)-Each		
24.	100 each	Permanent Markers Black - Each		
25.	50 pack	Rubber bands size 33 (stretchy) Per pack		
26.	60 each	Scissors 21 cm– Each		
27.	500 box	Staples 26 / 6 – Per Box		
28.	50 each	Staple Remover suitable to remove up to 160 staples –		
29.	200 booklet	Sticky Notes Med 76.6x100mm (100/pad) – Pads		
30.	100 each	White Board Markers Black – Each		
31.	20 packs	A4 160gsm 100 Sheets White Cardboard Paper		
32.	30 sets	Office desk trays (organisers) plastic set of 3		
33.	20 each	A4 Clipboard-Each		
34.	30 each	Heavy duty stapler-Each		
35.	100 box	Heavy duty staples 23/17-Boxes		
36.	500 packs	Off Site Storage boxes- 10 per pack		
37.	200 each	Prestik/Bostik or similar-Each		
38.	10 box	Fold back clips – 32mm per box		
39.	5 each	Plastic pocket files-100 pieces per pack		
40.	25 box	Fold back clips – 51 mm per box		
41.	25 each	Date Stamps (yyyy/m/d)-each		
42.	10 box	Shredder Bags-75L		

Note: Phase 3, Table 3 must be completed in full and section 2 (Price quotation data) must be signed

Phase 4: Preference Point System

Table 4: Specific goals for the tender and points allocation are indicated as per the table below:

In terms of Regulation 4(2); 5(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this bid the bidder will be allocated points based on the bidder's goals claimed as per table 4. Bidder's goal claimed must be supported by proof/ documentation stated as per table 4 and the special conditions of this bid where applicable:

Table 4:

The specific goals allocated points in terms of this tender	Number of maximum points allocated (80/20 system)	Bidder's points claimed for specific goals (To be completed by Bidder)
Women Ownership	5	
Disability Ownership	5	
Youth Ownership	5	
Location of enterprise (local equals province) Mpumalanga Province	2	
B-BBEE status level contribution from level 1 to 2 which are QSE or EME	3	
TOTAL SCORED POINTS	20	

Specific goals" means specific goals as contemplated in section 2(1)(d) of the PPPFA Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction of Development Programme as published in *Government Gazette* No. 16085 date 23 November 1994.

"Ownership" means the percentage ownership and control, exercised by individuals within an enterprise.

"Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being.

- A blind person (in terms of the Blind Persons Act, 1968 (Act no.26 of 1968);
- A deaf person, whose hearing is impaired to such an extent that he/she cannot use it as a primary means of communication;
- A person who, as a result of permanent disability, requires a wheelchair, caliper or crutch to assist him/her to move from one place or another;
- A person who requires an artificial limb; or
- A person who suffers from a mental illness (in terms of the Mental Health Act, 1973 (Act no. 18 of 1973).

"Youth" means, in respect of a person younger than 35 years of age.

"Location of enterprise" Local equals province. Where a project cuts across more than one province, the bidder may be located in any of the relevant provinces to claim and be allocated the points.

Women, disability, and youth will be measured by calculating the pro-rata percentage of ownership of the bidding company which meets the criterion. E.g., Company A has five shareholders each of whom own 20% of the company. Three of the five shareholders meet the criterion, i.e., they are women/disability/youth. Therefore, this bidder will obtain 60% of the points allowable for this goal.

Table5: Documents required for verification of Bidder's claimed points

Table 5

Specific Goal	Requires Proof Documents
Ownership by Women	Completed Percentage Ownership Affidavit (Annexure 1)
Ownership by people with disabilities	
Ownership by Youth	
Location of enterprise – Mpumalanga	Completed Location of Enterprise Affidavit (Annexure 2) and proof of such premises
B-BBEE status level1 or level 2 contributors who are Exempted Mico Enterprise or Qualifying Small Enterprise	B-BBEE verification certificate issued by a verification agency accredited by South African National Accreditation Agency (SANAS0 or in the case of an EME or a QSE, if permitted in terms of the relevant cade, a duly completed affidavit on the relevant and appropriate form.

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

13. REJECTION OF BID

Bids not complying with the above-mentioned requirements and specifications may be regarded as incomplete and may not be considered.

14. RESULTS OF BIDS

Results of non-acceptance of bids will be sent to individual unsuccessful bidders in due course.

PREFERENCING SCHEDULE IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022.

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

1 Preference

Preferences shall be granted in respect of the following:

1.1 Ownership by women, people with disabilities and youth

The percentage shareholding of an enterprise as at the closing time for submissions of natural persons who are women, people with disabilities or youth as evidenced by:

- a) voting rights that are not subject to any limitation; and
- b) economic interest.

Whereby:

people with disabilities are people who have a long-term or recurring physical or mental, intellectual or sensory impairment which, in interaction with various barriers, may substantially limit their prospects of entry into, or advancement in, employment

Youth are people aged between 14 and 35

1.2 Local enterprise

An enterprise which operates from a building together with its land and outbuildings located within the boundaries of the, or Province as at the closing time for submissions

1.3 B-BBEE status level contributors from level 1 or level 2 who are Exempted Micro Enterprises or Qualifying Small Enterprises

The status of an enterprise is measured in accordance with the provisions of **an applicable code of good practice** issued in terms of Section 9(1) of the B-BBEE Act of 2003 at the closing time for submissions.

Note: The Construction Sector Code applies to the B-BBEE compliance measurement of all entities that fall within the Construction Sector i.e. all enterprises that derive more than 50% of their annual Revenue from Construction Related Activities.

2. Conditions associated with the granting of preferences

Tenderers who claim a preference shall provide in support of their claim the following in relation to their claim, failing which their claims for preferences will be rejected:

Preference applied for	Verification document
Ownership by women	Completed Percentage Ownership Affidavit (Annexure 1)
Ownership by people with disabilities	
Ownership by youth	
Location of enterprise	Completed Location of enterprise affidavit (Annexure 2) and proof of ownership of premises or a valid rental agreement with the owner of such premises
B-BBEE status level of contributor	B-BBEE Verification Certificates issued by a verification agency accredited by the South African National Accreditation System (SANAS) (see www.sanas.co.za/Pages/index.aspx) or, in the case of an Exempted Micro Enterprise or a Qualifying Small Enterprise,

	if permitted in terms of the relevant code, a duly completed sworn affidavit on the relevant and appropriate form obtained from one the following websites: ○ www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-QSE-Gen.pdf ○ www.thedtic.gov.za/wp-content/uploads/BEE_Affidavit-EME-Gen.pdf ○ www.abp.org.za/wp-content/uploads/2018/03/Final-CSC-EME-Affidavit-March-2018-2.pdf
--	---

3. Preferences points offered and claimed.

The preference points offered by the Employer in accordance with the provisions of the Preferential Procurement Policy Framework Act of 2022 and claimed by the tenderer are as follows:

Preference claimed		Number of preference points allocation		Preference claimed (tick relevant block)
		90/10 preference points system	80/20 preference points system	
Ownership	by women	Up to 2	Up to 5	
	by people with disabilities	Up to 2	Up to 5	
	by youth	Up to 2	Up to 5	
Location of enterprise	<i>[insert provinces where project is located]</i>	1	2	
B-BBEE status	Level 1 or level 2 contributors who are Exempted Micro Enterprises or Qualifying Small Enterprises	3	3	

where points claimed for ownership are calculated separately for each type of ownership in terms of the following formula:

90 / 10 preference points system: $NO = 2 \times PS / 100$

80 / 20 preference points system: $NO = 5 \times PS / 100$

Whereby:

NO = number of points awarded to tenderer claiming a preference for ownership by women, people with disabilities or youth

PS = percentage shareholding by women, people with disabilities or youth as declared in the Percentage Ownership Affidavit

4. Declaration

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the tenderer, confirms that he/she understands the conditions under which such preferences are granted and confirms that the tenderer satisfies the conditions pertaining to the granting of tender preferences which are claimed.

Signature:

Name:

Duly authorised to sign on behalf of:

Telephone: Date:

Name of witness: Signature of witness:

Note: Failure to complete the declaration will lead to the rejection of a claim for a preference.

ANNEXURE 1: Percentage Ownership Affidavit

I, the undersigned,

Full name and surname

Identity number

Hereby declare under oath that

1) I am a member / director / owner of the enterprise:

Name:

Trading name, if applicable

Registration number:

Physical address:

.....

in which the following natural persons who are women, people with disabilities or youth at the time of the tender submission have

a) voting rights that are not subject to any limitation; and

b) economic interest.

as indicated below

Name	Economic interest (%)			Identity number
	Women	People with disabilities	Youth	

Where:

people with disabilities are people who have a long-term or recurring physical or mental, intellectual or sensory impairment which, in interaction with various barriers, may substantially limit their prospects of entry into, or advancement in, employment

Note: The Code of Good Practice on Employment of Persons with Disabilities (2015) considers "substantially limit" as "*if in its nature, duration or effects it substantially limits the person's ability to perform the essential functions of the job for which they are being considered*" and points out that "*some impairments*" are so easily controlled, corrected or lessened that they have no limiting effects.

youth are people aged between 14 and 35

- 2) the contents of this statement are to the best of my knowledge a true reflection of the facts;
- 3) I know and understand the contents of the affidavit, and I have no objection to take the prescribed oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

Deponent signature:

Date:

**Commissioner of oaths
Signature and stamp**

Annexure 2: Location of enterprise affidavit

I, the undersigned,

Full name and surname

Identity number

hereby declare under oath that

- 1) I am a member / director / owner of the enterprise:

Name:

Trading name, if applicable

Registration number:

Physical address:

.....

which is an enterprise which operates from a building together with its land and outbuildings located within the boundaries of the Mpumalanga Province as at the closing time for submissions;

- 2) the contents of this statement are to the best of my knowledge a true reflection of the facts;
- 3) I know and understand the contents of the affidavit, and I have no objection to take the prescribed oath binding on my conscience and on the Owners of the Enterprise which I represent in this matter.

Attach proof of ownership of premises or a valid rental agreement with the owner of such premises

Deponent signature:

Date:

Commissioner of oaths
Signature and stamp

DEPARTMENT OF WATER AND SANITATION

INSTRUCTIONS TO BIDDERS: PURCHASES

1. The standard bidding forms should not be retyped or redrafted.
2. Should standard bid forms not be filled in by means of mechanical devices, for example typewriters, black ink must be used to fill in bids.
3. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
4. The specifications form an integral part of the bid document and bidders shall indicate in the space provided whether the items offered are to specification or not.
5. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".
6. In cases where the items are not to specification, the deviations from the specifications shall be indicated.
7. The bid prices shall be given in the units shown and must be firm.
8. With the exception of basic prices, where required, all prices shall be quoted in South African currency.
9. Delivery basis:
 - (a) Supplies which are held in stock or are in transit or on order from South African manufacturers at the date of bid, shall be offered on a basis of delivery into consignee's store or on his site within the free delivery area of the bidder's centre, or carriage paid consignee's station if the goods are required elsewhere.
 - (b) Notwithstanding the provisions of paragraph 9(a), bid prices for supplies in respect of which installation/erection/assembly is a requirement, shall include ALL costs on a basis of delivered on site as specified.
10. Unless specifically provided for in the bid document, no bids transmitted by telegram, telex, facsimile, or similar apparatus shall be considered.
11. Bids received after the closing date and time are late and will as a rule not be accepted for consideration.
12. Bids will be opened in public, that is, bidders or their representatives may be present. If requested by any bidder, the names of bidders and if practical the total amount of each bid, will be read aloud.
13. The period for which offers are to remain valid and binding is indicated in the bid documents and is calculated from the closing date on the understanding that offers are to remain in force and binding until the close of business on the last day of the period calculated and if this day falls on a Saturday, Sunday or public holiday, the bid is to remain valid and binding until the close of business on the following working day.
14. These conditions (**ANNEXURE 7**) form part of the bid and failure to comply therewith may invalidate a bid.
15. Bidders are requested to promote local content optimally. Bidders who use locally manufactured components, products, equipment and systems, must complete the Department Declaration for Annexure C (Local Production and Content)
16. After public opening of bids, information relating to the examination, clarification and evaluation of bids and recommendations concerning awards will not be disclosed to bidders or other persons not officially concerned with the process, until the successful bidder is notified of the award. The bid documentation of bidders is considered to be confidential and will under no circumstances be made available to other bidders or other persons.
17. The financial standing of bidders and their ability to manufacture or to supply goods or to render a service may be examined before their bids are considered for acceptance.

18. The Department may, where a bid relates to more than one item, accept such bid in respect of any specific item or items and also accept part of the specified quantity of any specific item or items.
19. The Department is not obliged to accept any bid. The evaluation of a bid will be done in accordance with the Preferential Procurement Policy Framework Act, 2000 (Act no. 5 of 2000) and its regulations.
20. After approval of the bid, both parties must sign a written contract.
21. Failure of the successful bidder to sign the Contract Form in ink may result in the invalidation of their bid.

DEPARTMENT OF WATER AND SANITATION

WTE1016CE

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE.**

SECTION 2 : **PRICE QUOTATION DATA**

CONTENTS

1. STIPULATIONS

STIPULATIONS

1.	SERVICE
1.1.	SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE All as more fully specified hereunder. Note: The Department reserves the right to purchase only one or more items as required
2.	SITE
2.1.	Department of Water and Sanitation Construction East Grootdraai Dam Near Standerton In Mpumalanga Province
3.	STANDARDS, SPECIFICATIONS AND DEFINITIONS APPLICABLE
3.1.	General:
	Arch Lever Files A4 80mm/10 – Per Box Office Calculators desktop (Large) - Each Coloured Hardboard Paper A4 160GSM Bright Board Assorted 100's – Per Pack Clutch Pencils 0.5mm – (4*12 boxes) Normal Pencil HB- (6*12 Boxes) Eraser (White) – Each Examination Pads Finger Cones Green 0 – pack Finger Cones Red 00 – pack Finger Cones Blue – pack Glue Stick (43g) – Each (Pritt or similar) Hard Cover Books A4 96pg – Each Stapler (20 Sheets) Kangaroo or similar – Each Highlighters – Assorted colours Clear Celotape (12mm x 33m) - rolls Scientific calculator - Each Pen G-2 0.7 Pilot (or similar) Black Pen –12 Per Box Pen G-2 0.7 Pilot (or similar) Black Pen Refill –12 Per Box Pen G-2 0.7 Pilot (or similar) Red Pen –12 Per Box Pen G-2 0.7 Pilot (or similar) Blue Pen -12 Per Box Pen G-2 0.7 Pilot Blue Pen (or similar) Refill - 12 Per Box Ballpoint Pen Black – (BIC or similar)-Each Ballpoint Pen Red - (BIC or similar)-Each Permanent Markers Black - Each Rubber bands size 33 (stretchy) Per pack Scissors 21 cm– Each Staples 26 / 6 – Per Box Staple Remover suitable to remove up to 160 staples – Each Sticky Notes Med 76.6x100mm (100/pad) – Pads

	White Board Markers Black – Each A4 160gsm 100 Sheets White Cardboard Paper Office desk trays (organisers) plastic set of 3 A4 Clipboard-Each Heavy duty stapler-Each Heavy duty staples 23/17-Boxes Off Site Storage boxes- 10 per pack Prestik/Bostik or similar-Each Fold back clips – 32mm per box Plastic pocket files-100 pieces per pack Fold back clips – 51 mm per box Date Stamps (yyyy/m/d)-each Shredder Bags 75L -box
4.	SCOPE OF CONTRACT
	• The supply and delivery of stationery for construction East administration office - Grootdraai dam close to Standerton in Mpumalanga province. • Items not according to specification will not be accepted on delivery and paid for. • The material shall be removed and replaced by the supplier for his own account.
5.	TECHNICAL SUPPORT
	Should any problem be reported to the supplier concerning the product, the following response times are expected: • Within 24 hours a representative of the supplier should be on site to resolve the problem. • Within 24 hours there should be a solution to the problem or if not possible, replacement products should be on site within 48 hours at the supplier's expense.
6.	QUANTITIES
	• The quantity required cannot be guaranteed. • However, the estimated quantity is given in the SBD 3.1. • Orders will be placed as and when requirements become known. • Service will be required 7 days from the date of the official order.
7.	PAYMENT
	• Payment will be made per delivery done at the site as per price specifications. • The Department reserves the right to check the quantities and services at any time. • Payment will be made monthly on receipt of specified tax invoices. • Payment will not be made for consignment unless supported by delivery notes duly signed by the official checking the collection. • Bid price must be firm • Payment will be done within 30 days of receipt and approval of original invoice by depositing the payment directly into the bank account of the successful bidder. • No cash or cheque payment will be done. No upfront payment will be done. • Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.
8.	ROAD CONDITIONS AND DISTANCE
	• Bidders are advised to acquaint themselves with roads, road conditions, distances, etc. on and to the site, before bidding.
9.	COSTS

	Bidders shall provide in their bid for all labour, plant, material, implements and vehicles necessary for the execution of the contract and all operating and maintenance costs in accordance with the bid documents.
10.	PROGRAMME OF WORKS
	It is required for the successful bidder to start with installation and services at least 14 days after the official purchase order is issued as and when it is required by the end-user.
11.	BIDDER'S VEHICLES
	- The Department will have the right to instruct the successful Bidder to repair or replace a vehicle which is considered unsuitable for the transporting of the material. - Overloading of vehicles in terms of the Road Traffic Act will not be permitted.
12.	DELIVERY
	- Delivery can be done during the following working hours 7h15 to 15h15 from Monday to Thursday but not on the following days or periods: - Fridays 14h00 to Mondays 07h00 - All public holidays - The last Thursday and Friday of the month - The period between December and January - The Bidder shall nominate a contact person with whom the Department will arrange and schedule collection. - DWS will decline products that do not comply with the specification when it is collected. - The declined material will not be accepted by the Department, and the problem must be resolved within 48 hours. - The ownership of and risk for the product purchased will pass to the Department at the point of collection i.e. where a signed acceptance take place.
13.	BID PRICE AND SUPPLY PERIODS
	- All-inclusive bid prices are required, meaning VAT, delivery and any other cost mentioned in the specification for the Bidders account must be included in the unit price. - Firm bid prices and delivery periods must be submitted. - Adherence to bid delivery period is of utmost importance. "Firm" prices are deemed to be the prices which are only subject to the following statutory change. (a)VAT, (b)Any levy related to customs and excise (written proof must be given)
14.	SAFETY AND ENVIRONMENTAL
	Bidders are required to adhere to the Departments Safety and Environmental policies.

Therewith I, _____ (Bidder's Name) declare that I have read, completed and understood the above specifications.

BIDDER'S SIGNATURE

DEPARTMENT OF WATER AND SANITATION

WTE1016CE

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE.**

SECTION 3: SBD 3.1 – PRICING SCHEDULE

CONTENTS

PREAMBLE TO THE SBD 3.1 - PRICING SCHEDULE

SBD 3.1 - PRICING SCHEDULE

PREAMBLE TO THE SBD 3.1 – PRICING SCHEDULE

1. GENERAL

The SBD 3.1 forms part of the Contract Documents and must be read and priced in conjunction with all the other documents which include the Conditions of Contract and all other Specifications in the bid document.

2. QUANTITIES REFLECTED IN THE PRICING SCHEDULE

The quantities given in the SBD 3.1 can be subject to change. **The Department reserves the right to only purchase one product per item or one item or none of the items in the pricing schedule.**

The validity of the contract will in no way be affected by differences between the quantities in the SBD 3.1 and the quantities finally certified for payment.

3. PRICING OF THE SCHEDULE

The rates to be filled in the SDB 3.1 should include all costs. All rates and amounts quoted in the SBD 3.1 shall be in Rand and shall include VAT.

4. CORRECTION OF ENTRIES

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, and the alteration must be initiated by the Bidder.

**PRICING SCHEDULE
(Firm Prices)**

WTE1016CE

**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR CONSTRUCTION EAST ADMINISTRATION OFFICE
GROOTDRAAI DAM CLOSE TO STANDERTON IN MPUMALANGA PROVINCE**

CLOSING TIME 11:00

ON: 29 July 2026

BID NO.: WTE1016CE

NAME OF BIDDER:

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

ITEM	DESCRIPTION	QTY	Unit Price	AMOUNT R c
1.	Arch Lever Files A4 80mm/10 – Per Box	30 box	R.....	R.....
2.	Office Calculators desktop (Large) - Each	30 each	R.....	R.....
3.	Coloured Hardboard Paper A4 160GSM Bright Board Assorted 100's – Per Pack	2 pack	R.....	R.....
4.	Clutch Pencils 0.5mm – (4*12 boxes)	20 box	R.....	R.....
5.	Normal Pencil HB- (6*12 Boxes)	20 box	R.....	R.....
6.	Eraser (White) – Each	60 each	R.....	R.....
7.	Examination Pads-A4-80pg	700 each	R.....	R.....
8.	Finger Cones Green 0 – pack	70 pack	R.....	R.....
9.	Finger Cones Red 00 – pack	60 pack	R.....	R.....

10.	Finger Cones Blue – pack	15 pack	R.....	R.....
11.	Glue Stick (43g) – Each (Pritt or similar)	150 each	R.....	R.....
12.	Hard Cover Books A4 96pg – Each	100 each	R.....	R.....
13.	Stapler (20 Sheets) Kangeroo or similar – Each	100 each	R.....	R.....
14.	Highlighters – Assorted colours	200 each	R.....	R.....
15.	Clear Celotape (12mm x 33m) - rolls	50 rolls	R.....	R.....
16.	Scientific calculator - Each	30 each	R.....	R.....
17.	Pen G-2 0.7 Pilot (or similar) Black Pen –12 Per Box	200 box	R.....	R.....
18.	Pen G-2 0.7 Pilot (or similar) Black Pen Refill –12 Per Box	200 box	R.....	R.....
19.	Pen G-2 0.7 Pilot (or similar) Red Pen –12 Per Box	50 box	R.....	R.....
20.	Pen G-2 0.7 Pilot (or similar) Blue Pen -12 Per Box	50 box	R.....	R.....
21.	Pen G-2 0.7 Pilot Blue Pen (or similar) Refill -12 Per Box	10 box	R.....	R.....
22.	Ballpoint Pen Black – (BIC or similar)- Each	100 each	R.....	R.....
23.	Ballpoint Pen Red - (BIC or similar)- Each	20 each	R.....	R.....

24.	Permanent Markers Black - Each	100 each	R.....	R.....
25.	Rubber bands size 33 (stretchy) Per pack	50 pack	R.....	R.....
26.	Scissors 21 cm– Each	60 each	R.....	R.....
27.	Staples 26 / 6 – Per Box	500 box	R.....	R.....
28.	Staple Remover suitable to remove up to 160 pages – Each	50 each	R.....	R.....
29.	Sticky Notes Med 76.6x100mm (100/pad) – Pads	200 booklet	R.....	R.....
30.	White Board Markers Black – Each	100 each	R.....	R.....
31.	A4 160gsm 100 Sheets White Cardboard Paper	20 packs	R.....	R.....
32.	Office desk trays (organisers) plastic set of 3	20 sets	R.....	R.....
33.	A4 Clipboard-Each	20 each	R.....	R.....
34.	Heavy duty stapler up to 160 pages- Each	30 each	R.....	R.....
35.	Heavy duty staples 23/17-Boxes	100 box	R.....	R.....
36.	Off Site Storage boxes- 10 per pack	50 packs	R.....	R.....
37.	Prestik/Bostik or similar-Each	200 each	R.....	R.....

38.	Fold back clips – 32mm per box	10 box	R.....	R.....
39.	Plastic pocket files-100 pieces per pack	5 each	R.....	R.....
40.	Fold back clips – 51 mm per box	25 box	R.....	R.....
41.	Date Stamps (yyyy/m/d)-each	25 each	R.....	R.....
42.	Shredder Bags-75L	4 box	R.....	R.....
SUB-TOTAL (EXCL. VAT) 15% VAT TOTAL (INCL. VAT)				R.....
				R.....
				R.....

- Delivery basis.
(See note hereunder)
-
- Period required for delivery after receipt of order:

Grootdraai dam close to Standerton in
Mpumalanga Province

14 days after receipt of Purchase Order as per
request by end-user

Delivery period: ***FIRM / NOT FIRM**

Is the offer strictly to specification? ***YES / NO**

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

NOTE: Failure to complete all the relevant information in SBD 3.1 will render your quotation as non-responsive.

Any enquiries regarding quotation procedures may be directed to the –

Department Water and Sanitation
Construction East
Supply Chain Management
Private Bag x2023
Standerton

Administrative information: Mr: SD Mongwe: MongweS2@dws.gov.za

Or

For technical or site information: Ms K Bosiu: BosiuK@dws.gov.za