

Eastern Cape

PARKS & TOURISM AGENCY

BID NO 17/FY/23

THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS ON AN “AS AND WHEN” REQUIRED BASIS.

ADVERTISEMENT DATE:	04 NOVEMBER 2022
CLOSING DATE:	06 DECEMBER 2022 at 11H00AM
ADDRESS:	ECPTA Offices 17-25 Oxford Street, East London
BIDDER NAME:	
CSD NUMBER:	
PRICE OFFER FOR 3 YEARS	
PRICE OFFER FOR OPTIONAL 2 YEARS	
ESTIMATED BID PRICE FOR 5 YEARS	



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MANDATORY RETURNABLE DOCUMENTS	SUBMITTED [Yes/No]
CENTRALIZED SUPPLIER DATABASE REPORT (FULL CSD REPORT) DECEMBER 2022	
Signed General conditions of contract	
SBD 3.1 (Pricing Schedule)	
Bidders Disclosure (SBD 4)	
Preference Claim Form (SBD 6.1)	
Certified copy of B-BBEE Certificate or Sworn Affidavit	
Joint Venture Declaration Form	
Joint Venture Agreement	
Consolidated B-BBEE Certificate for Joint Venture	
Authority to sign bid documents	
Company details	
STAGE 1: COMPLIANCE REQUIREMENTS	
Experience Bidders must submit a minimum of <u>three reference letters</u> for the supply and delivery of stationery to current and / or previous clients.	
Bank Rating Certificate The bidder must have a Bank Rating of A, B or C. Bank Rating with Code D or lower will not be considered.	
Delivery/ Transport Strategy The bidder must submit proof of ownership of distribution vehicle or arrangement/agreement with courier company for transportation.	



TENDER NOTICE

BID NO.17/FY/23

Bids are hereby invited for **THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF TWO (2) YEARS FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY ON AN “AS AND WHEN” REQUIRED BASIS.**

The Eastern Cape Parks and Tourism Agency (ECPTA), established and mandated in terms of the Eastern Cape Parks and Tourism Agency Act (2 of 2010), is responsible for the management of certain protected areas in the Eastern Cape. In order to achieve its management objectives, the Agency requires the services of an experienced service provider for **SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF TWO (2) YEARS FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY ON AN “AS AND WHEN” REQUIRED BASIS**

Bid documents outlining detailed specifications will be made available from Friday **4th November 2022** “**FREE OF CHARGE**”. Documents can be downloaded from the ECPTA website: www.visiteasterncape.co.za/corporate/procurement/tenders or Eastern Cape Provincial Treasury: www.ectreasury.gov.za or National Treasury e-tender portal: www.etenders.gov.za

Completed bid documents accompanied by all necessary documents are to be placed in a sealed envelope with the bid name and number (as given above) clearly written in an envelope. **All bids must be deposited in the Tender Box, at the offices of the Eastern Cape Parks and Tourism Agency at No. 17-25 Oxford Street (Corner of Fleet Street & Oxford Street), by not later than 11h00 on Tuesday, 6th December 2022, at which time the bids will be opened in public.**

For all enquiries regarding the bid document please contact Mr. Mcebisi Sandi at 043 492 0685, e-mail: Mcebisi.Sandi@ecpta.co.za or Contact Ms. Ms. Unathi Zinganto for technical enquires at 043 492 0871 during working normal hours, email unathi.zinganto@ecpta.co.za



Evaluation Criteria

A three (3) Stage Evaluation process will be employed. In Stage one (1), all bids received will be evaluated based on compliance with bid requirements. Only bidders who meet all the criteria for compliance with bid requirements will proceed to Stage two (2) where bids will be evaluated onsite inspections. Bidders who comply with all the requirements of site verifications will proceed to Stage three (3) for Price & B-BBEE Status Level in accordance with the Preferential Procurement Regulations of 2017 utilizing 80/20 preference point system.

Stage 1: Compliance with bid requirements

Bidders must comply with the set of compliance requirements listed. The compliance requirements stated below are project specific and disparate from the pre-qualification requirements enshrined in the Preferential Procurement Policy Regulations of 2017.

Stage 2: Site Inspection

Bidders who comply with all the compliance requirements in stage 1 will be subjected to site inspection. Site inspection will be assessed against the criteria and weighting specified in the table below. Each criterion will be scored on the information presented by the bidders during site visits. The allocated scores will then be added together, and bidders should obtain a minimum of **75** points to proceed to the next stage of evaluation. Bidders who fail to obtain **75** points will not be considered for Stage 3 evaluation i.e., Price & B-BBEE.

Stage 3: Price & B-BBEE

Criteria	Points Available
Bid Price	80
B-BBEE Contribution Level	20
Total	100

NB: Certified copy or original B-BBEE Status Level Verification Certificate/ Sworn Affidavit must be submitted to substantiate B-BBEE Status claimed. When such certificate is not provided as proof the company will automatically score zero.



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE EASTERN CAPE PARKS & TOURISM AGENCY					
BID NUMBER:	17/FY/23	CLOSING DATE:	06 December 2022	CLOSING TIME:	11h00am
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF TWO (2) YEARS FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY ON AN "AS AND WHEN" REQUIRED BASIS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
17-25 Oxford Street, Cnr. Oxford and Fleet Street					
East London					
5201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr. Mcebisi Sandi		CONTACT PERSON	Ms Unathi Zinganto	
TELEPHONE NUMBER	043 492 0685		TELEPHONE NUMBER	043 492 0871	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Mcebisi.sandi@ecpta.gov.za		E-MAIL ADDRESS	Unathi.zinganto@ecpta.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.



<p>1</p> <p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>		<p>2</p> <p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p> <p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER PART B:3]</p>	
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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:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>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.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>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."</p>

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:



TERMS OF REFERENCE

1. Background

Eastern Cape Parks and Tourism Agency (ECPTA) is mandated to manage biodiversity conservation and tourism in the province. The intention of this Bid is to appoint a suitable service provider to supply, delivery and offloading of stationery for a period of three years with an option to extend for a further period of two years. The service provider is required to have the capability and capacity to service all ECPTA's reserve through head office and regional offices i.e., Port Elizabeth, Mthatha, Tsolwana and East London.

2. Scope of Work

The service provider is expected to render the services to the ECPTA for a period of 3 years with an option to renew for a further 2 years.

2.1. Supply office stationery

The service provider must supply ECPTA with office stationery listed in table 1 below. Quantities and items listed below are both indicative and for benchmarking purpose, they may vary from a year to year. Items of a similar nature and in the same category i.e., stationery, not indicated below may be required from the successful bidder.

Where ECPTA refers to a particular brand it is for quality and performance reasons and similar, equivalent, or better products with the same quality and performance standard will be considered. All products must be SABS approved.



Table 1: List of Stationery

Description	Estimated Quantity per year: East London (H/O)	Estimated Quantity per year: Mthatha Office (Marine & Coastal)	Estimated Quantity per year: Port Elizabeth Office (Biodiversity & Heritage)
OFFICE STATIONERY			
A4 Counter books 2 quire (Packs of 10)	12 packs	6 packs	6 packs
A5 Counter Books 128 page (Packs of 10)	12 packs	6 packs	6 packs
Adaptable Files (packs of 5)	340 packs	160 packs	160 packs
Artline 70 Black Marker (packs of 12)	10 packs	6 packs	6 packs
Artline 700 Black marker (packs of 12)	10 packs	6 packs	6 packs
White board Markers Red (packs of 12)	10 packs	6 packs	6 packs
White board Markers Blue (packs of 12)	10 packs	6 packs	6 packs
White board Markers Green (packs of 12)	10 packs	6 packs	6 packs
White board Markers Black (packs of 12)	10 packs	6 packs	6 packs
White board Markers Yellow (packs of 12)	10 packs	6 packs	6 packs
Cube Refill Holders (1) (per unit)	15 units	10 units	10 units
Cube Refills (100 sheets per box)	35 boxes	20 boxes	20 boxes
Slide Binder 15mm (packs of 10)	1000 packs	500 packs	500 packs
Slide Binder 10 mm (packs of 10)	1000 packs	500 packs	500 packs
Foska Ring Binders 12 mm (100 pieces per box)	25 boxes	15 boxes	15 boxes
Foska Ring Binders 19 mm(100 pieces per box)	25 boxes	15 boxes	15 boxes



Foska Ring Binders 25 mm (100 pieces per box)	25 boxes	15 boxes	15 boxes
Foska Ring Binders 38 mm(50 pieces per box)	20 boxes	10 boxes	10 boxes
Foska Ring Binders 45 mm(50 pieces per box)	20 boxes	10 boxes	10 boxes
Foska Ring Binders 51 mm(50 pieces per box)	20 boxes	10 boxes	10 boxes
Collapsible storage boxes (250 per pack)	8 packs	4 packs	4 packs
Store a file (1) unit	10 units	6 units	6 units
Letter trays (1) unit	10 units	6 units	6 units
Desk Tidy (1) unit	10 units	6 units	6 units
Cellotape 33mm (per roll)	50 rolls	25 rolls	25 rolls
Clear packaging tape 48x100mm (1) roll	80 rolls	40 rolls	40 rolls
Brown buff tape 48x100mm (1) roll	80 rolls	40 rolls	40 rolls
Duracell AA batteries (4 per pack)	100 packs	80 packs	80 packs
Duracell AAA batteries (4 per pack)	100 packs	80 packs	80 packs
Duracell Rechargeable batteries (4 per pack)	50 packs	50 packs	50 packs
Wastepaper bin (1) unit	15 units	8 units	8 units
Carry Folders – Green (pack of 5)	4 packs	2 packs	2 packs
Carry Folders – Yellow (pack of 5)	4 packs	2 packs	2 packs
Carry Folders – Purple (pack of 5)	4 packs	2 packs	2 packs
Carry Folders – Clear (pack of 5)	4 packs	2 packs	2 packs
Carry Folders –Orange (pack of 5)	4 packs	2 packs	2 packs
Carry Folders – Blue- (pack of 5)	4 packs	2 packs	2 packs
Carry Folders – Red (pack of 5)	4 packs	2 packs	2 packs
Carry Folders – Turquoise(pack of 5)	4 packs	2 packs	2 packs



Carry Folders – Pink (pack of 5)	4 packs	2 packs	2 packs
Carry Folders – Black (pack of 5)	4 packs	2 packs	2 packs
Foska paper clips 33mm (10 x 100 per box)	15 boxes	10 boxes	10 boxes
Foska paper clips 50mm (10 x 100 per box)	15 boxes	10 boxes	10 boxes
Foldback clips 19mm (12 piece per box)	40 boxes	20 boxes	20 boxes
Foldback clips 25mm (12 piece per box)	40 boxes	20 boxes	20 boxes
Foldback clips 32mm (12 piece per box)	40 boxes	20 boxes	20 boxes
Foldback clips 41mm (12 piece per box)	40 boxes	20 boxes	20 boxes
Foldback clips 51mm (12 piece per box)	40 boxes	20 boxes	20 boxes
Rubber bands 1kg pack	6 packs	6 packs	6 packs
Rubber bands 128mm pack	30 boxes	30 boxes	30 boxes
Info flags x 4's (5x25)	80 packs	40 packs	40 packs
Info notes sticky 75x75mm (100 sheets)	80 packs	40 packs	40 packs
Info notes 3x100x50x40mm Yellow	20 packs	10 packs	10 packs
Sign here (50 sheets per pack)	100 packs	50 packs	50 packs
Office punch – standard (1) unit	40 units	20 units	20 units
Office Calculator – Standard (1) unit	25 units	15 units	15 units
Scientific Calculator –Standard (1) unit	10 units	10 units	10 units
Erasers (Staedtler) 65x23x13mm (1) unit	40 units	20 units	20 units
Suspension Files – A4 (25 per box)	10 boxes	8 boxes	8 boxes
Rexel 26/6 staples (5000 per box)	100 boxes	50 boxes	50 boxes



Rexel 66x14 Staples (5000 per box)	4 boxes	4 boxes	4 boxes
Marble office scissors (1) per unit	80 units	40 units	40 units
Finger cones No. 0 (1) per unit	30 units	10 units	10 units
Finger cones No. 1 (1) per unit	30 units	10 units	10 units
Finger cones No. 2 (1) per unit	30 units	10 units	10 units
Flat Staple remover (1) (Genmes) per unit	80 units	40 units	40 units
Full metal strip stapler (1) per unit	60 units	30 units	30 units
JD 1478 file dividers (25 per box)	100 boxes	30 boxes	30 boxes
Foska PVC binding covers A4 (100 sheets)	100 packs	50 packs	50 packs
Kangaroo SR-300 heavy duty staple remover (1) per unit	10 units	6 units	6 units
Hot shot pencils (12's) per pack	30 packs	15 packs	15 packs
Pencil leads 0.5 (12 piece) per cube	8 cubes	8 cubes	8 cubes
Pencil leads 0.7(12 piece) per cube	8 cubes	8 cubes	8 cubes
Penguin highlighters-Green (packs of 10)	10 packs	6 packs	6 packs
Penguin highlighters – Blue (packs of 10)	10 packs	6 packs	6 packs
Penguin highlighters – Pink (packs of 10)	10 packs	6 packs	6 packs
Penguin highlighters – Purple (packs of 10)	10 packs	6 packs	6 packs
Penguin highlighters – Yellow (packs of 10)	10 packs	6 packs	6 packs
Penguin highlighters – Orange (packs of 10)	10 packs	6 packs	6 packs
Penguin highlighters – Red (packs of 10)	10 packs	6 packs	6 packs
Penguin highlighters – Turquoise (packs of 10)	10 packs	6 packs	6 packs



Parrot white board cleaner (1) per unit	10 units	6 units	6 units
Plastic sleeves 100 sleeves per pack	15 packs	10 packs	10 packs
Manilla folders –Green- (100 per pack)	30 packs	15 packs	15 packs
Manilla folders –Blue (100 per pack)	30 packs	15 packs	15 packs
Manilla folders –Pink (100 per pack)	30 packs	15 packs	15 packs
Manilla folders –Yellow (100 per pack)	30 packs	15 packs	15 packs
Pentel correction tape-5mmx6mm (1) per unit	15 units	12 units	12 units
Ruler 30cm (1) per unit	30 units	20 units	20 units
Examination pads 100page (1) per unit	30 units	30 units	30 units
Project board – A4 160gsm– Green (100's) per pack	30 packs	20 packs	20 packs
Project board – A4 – Pink (100's) per pack	30 packs	20 packs	20 packs
Project board – A4 160gsm – Orange(100's) per pack	30 packs	20 packs	20 packs
Project board – A4 160gsm – Red(100's) per pack	30 packs	20 packs	20 packs
Project board – A4 160gsm - Blue(100's) per pack	30 packs	20 packs	20 packs
Project board – A4 160gsm - White(100's) per pack	30 packs	20 packs	20 packs
Project board – A4 160gsm - Yellow(100's) per pack	30 packs	20 packs	20 packs
Project board – A4 160gsm - Lilac(100's) per pack	30 packs	20 packs	20 packs
Uni Click – Gel – Black (12's) per pack	80 packs	40 packs	40 packs



BIC crystal fine ballpoint Pen – Black (60 per Box)	20 packs	15 packs	15 packs
Uni Click – Gel – Red (12's) per pack	40 packs	40 packs	40 packs
BIC crystal fine ballpoint Pen – Red (60 per Box)	20 packs	15 packs	15 packs
Staedtler Pritt 43g (12 per box)	20 boxes	15 boxes	15 boxes
Prestik 100g (1) per unit	20 units	15 units	15 units
PAPERS			
A3 Copy Paper- 80 gm ² - white (5 reams per box)	30 boxes	20 boxes	20 boxes
A4 Copy Paper – 80 gsm – white (5 reams per box)	750 boxes	500 boxes	500 boxes
A4 – 80 gsm Colour Paper (Pink) (5 reams per box)	10 boxes	6 boxes	6 boxes
A4 – 80 gsm Colour Paper (Yellow) (5 reams per box)	10 boxes	6 boxes	6 boxes
A4 – 80 gsm Colour Paper (Blue) (5 reams per box)	10 boxes	6 boxes	6 boxes
A4 – 80 gsm Colour Paper (Green) (5 reams per box)	10 boxes	6 boxes	6 boxes
A4 – 80 gsm Colour Paper (Purple) (5 reams per box)	10 boxes	6 boxes	6 boxes
A4 – 80 gsm Colour Paper (Orange) (5 reams per box)	10 boxes	6 boxes	6 boxes
A4 – 80 gsm Colour Paper (Turquoise) (5 reams per box)	10 boxes	6 boxes	6 boxes
COMPUTER CONSUMABLES			
Memory sticks 16GB (1) per unit	50 units	25 units	25 units
Memory sticks 32gb (1) per unit	10 units	8 units	8 units



External Hard Drive (1TB) (1) per unit	10 units	5 units	5 units
External Hard Drive (2TB) (1) per unit	10 units	5 units	5 units
HP-80 A Cartridge (1) per unit	2 units	2 units	2 units
HP-78 A Cartridge (1) per unit	2 units	2 units	2 units
HP-36 A Cartridge (1) per unit	2 units	2 units	2 units
Ethernet Adaptors (1) per unit	10 units	10 units	10 units
Numeric Keypads (1) per unit	10 units	5 units	5 units
SSD 240 GB (1) per unit	20 units	20 units	20 units
HP-49x Cartridge (1) per unit	2 units	2 units	2 units
BROTHER BT5000Y (1) per unit	2 units	2 units	2 units
BROTHER BTD60BK (1) per unit	2 units	2 units	2 units
BROTHER BT5000C (1) per unit	2 units	2 units	2 units
BROTHER BT5000M (1) per unit	2 units	2 units	2 units
DLB-110x220mm Window envelopes – white – SS (500 per box)	10 boxes	6 boxes	6 boxes
DLB - 110x220 mm White envelopes – SS (500 per box)	10 boxes	6 boxes	6 boxes
C4 – 324x229mm White envelopes –SS (25 per box)	10 boxes	6 boxes	6 boxes
Flip Charts (1) unit	8 units	6 units	6 units
Flip Chart Paper (10 sheets)	10 packs	6 packs	6 packs
Giant Stapler (1) per unit	5 units	5 units	5 units
White Boards (1) per unit	5 units	5 units	5 units
Bankers' boxes (8per pack)	100 packs	50 packs	50 packs
Color Rubber Stamps (1) per unit	10 units	6 units	6 units
File Fasteners (80mm) (1) per unit	10 units	6 units	6 units
Endorsing Ink - Black 30ml (1) per bottle	10 bottles	6 bottles	6 bottles
Endorsing Ink – Red 30ml (1) per bottle	10 bottles	6 bottles	6 bottles
Year planner (1) per unit	10 units	6 units	6 units



350G – A4 Guillotine (1) per unit	8 units	6 units	6 units
Shredding Machine	5 units	5 units	5 units
Binding Machine (Automatic)	5 units	5 units	5 units
Cordless Mouse	100 units	100 units	100 units
White board erasers (1) per unit	10 units	6 units	6 units
Quotation Folders -Red (1) per unit	10 units	6 units	6 units
Quotation Folders – Green (1) per unit	10 units	6 units	6 units
Quotation Folders – Black (1) per unit	10 units	6 units	6 units
Quotation Folders -Yellow (1) per unit	10 units	6 units	6 units
Quotation Folders – Cobalt blue (1) per unit	10 units	6 units	6 units
Quotation Folders -Silver (1) per unit	10 units	6 units	6 units
Quotation Folders – Blue (1) per unit	10 units	6 units	6 units

2.2. Delivery and offloading of office stationery

The service provider is expected to deliver and off load the required office stationery at the offices listed in Tables 2 below. Delivery period must be within **72 hours once** the purchase order is successfully placed.

Table 2: Location of Offices

Office/ Nature Reserve	Location of Nearest Town/City	Latitude	Longitude
ECPTA Head-office	East London	-33.0203136	27.9052288
Marine and Coastal Cluster (Regional Office)	Mthatha	-31.5931325	31.5931325
Biodiversity and Heritage cluster Island Nature Reserve	Port Elizabeth	-33.9871882,	25.357834,14
Tsolwana (Commando Drift)	Tarkastad	-32,146339	26,444114



3. Evaluation Criteria

BIDS WILL BE EVALUATED IN ACCORDANCE WITH THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA), ACT NO 5 of 2000 AND ITS REGULATIONS AS FOLLOWS:

A three (3) Stage Evaluation process will be employed. In Stage one (1), all bids received will be evaluated based on compliance with bid requirements. Only bidders who meet all the criteria for compliance with bid requirements will proceed to Stage two (2) where bids will be evaluated on site verifications. Bidders who comply with all the requirements of site verifications will proceed to Stage three (3) for Price & B-BBEE Status Level in accordance with the Preferential Procurement Regulations of 2017 utilizing 80/20 preference point system.

3.1. Stage 1: Compliance with bid requirements

Bidders must comply with the set of compliance requirements listed below. The compliance requirements stated below are project specific and disparate from the pre-qualification requirements enshrined in the Preferential Procurement Policy Regulations of 2017.

NO	COMPLIANCE
1.	<p><u>Experience</u></p> <p>Bidders must submit a minimum of <u>three reference letters</u> for the supply and delivery of Stationery to current and / or previous clients. Reference letters must be submitted in <u>ANY</u> of the following documents and must include the period of assignment (clearly stating start and end date), type of services offered and be on a client's letterhead:</p> <ul style="list-style-type: none">a) Appointment lettersb) Reference letters; andc) Copies of contracts or SLAd) Purchase Order (for rate-based contracts) <p>NB: Only projects with a minimum value of R100 000 and a duration of 12 months and above will be considered.</p>
2.	<p><u>Bank Rating Certificate:</u></p> <p>The bidder must have a Bank Rating of A, B or C. Bank Rating with Code D or lower will not be considered. The Bank Rating Certificate must be stamped by the issuing Bank and must be dated not older than three (3) months.</p>



	<p>NB:</p> <ul style="list-style-type: none"> • Bank Rating Certificates dated older than three (3) months will not be considered. • Bank Rating Certificates which are neither dated nor stamped will not be considered • Bank account confirmation letters will not be considered for evaluation.
3.	<p><u>Delivery/ Transport Strategy</u></p> <p>The bidder must submit proof of ownership of distribution vehicle or arrangement/agreement with courier company for transportation. The proof of delivery/transport strategy must be submitted in <u>ANY</u> of the following documents:</p> <ol style="list-style-type: none"> a) Proof of registration or b) Proof of purchase; or c) Lease agreement with owner; or d) Proof of arrangement with courier company <p>NB: The vehicle must be registered in the name of the bidding company. In cases where the vehicle will be hired, a copy of an agreement between the bidder and the hiring / courier company must be submitted with the bid.</p>

NB: Failure to meet any of the compliance listed below will lead to disqualification of the bid.

3.2. Stage 2: Site Inspection

Bidders who comply with all the compliance requirements in Stage 1 will be subjected to site inspection. Site inspection will be assessed against the criteria and weighting specified in the table below. Each criterion will be scored on the information presented by the bidders during site visits. The allocated scores will then be added together, and bidders should obtain a minimum of **75** points to proceed to the next stage of evaluation. Bidders who fail to obtain **75** points will not be considered for Stage 3 evaluation i.e., Price & B-BBEE.

No	In-loco Inspection Criteria	Weighting
1	<p>Branded Office Building/ Warehouse</p> <ul style="list-style-type: none"> • The bidder must have an operating office space/ warehouse. The office space/ warehouse must be branded with the bidder's logo clearly visible with stock levels that hold majority of items detailed in the Terms of Reference = 20 points • Verification of existence of Office Equipment i.e. work stations, telephones, computers, printing machines = 10 points 	30



3	<p>Staff Availability</p> <p>Bidder to provide an organogram and demonstrate availability of the following staff members.</p> <ul style="list-style-type: none"> • Administration Staff = 10 points • Logistics / Delivery Staff = 10 points • Account Management = 10 points <p>NB: The existence of the above staff members will be verified on site. Identity Documents and proof of employment would be required.</p>	30
4	<p>Quality Management System / Contingency Plan</p> <ul style="list-style-type: none"> • Bidder needs to demonstrate how the quality management processes are undertaken. Bidders will be required to provide a copy of a Quality Management Policy / Plan = 5 points • Bidders must submit a contingency plan for any disruptions that may be experienced during the implementation of the contract = 5 points • Customer Satisfaction Management System = 5 points 	15
5	<p>Catalogue</p> <p>Bidders must provide a copy of a catalogue for stationery. A sample of Items listed on the catalogue will be verified against items on stock to verify authenticity of the catalogue= 15 points</p>	15
6	<p>Financial/ Ordering Systems in place</p> <ul style="list-style-type: none"> • Does the bidder currently have a financial or ordering system in place which will gather and provide the information when needed = 10 points <p>Yes= 10 points No = 0 points</p> <p>Provide evidence- report from the system indicating some or more than the listed fields.</p>	10
	TOTAL	100

3.3. Stage 3: Price & B-BBEE

Criteria	Points Available
Bid Price	80
B-BBEE Contribution Level	20
Total	100



Price and B-BBEE points will be calculated as described in the Preferential Procurement Regulations of 2017. SBD 6.1 form must be used to claim B-BBEE Status level of the company.

NB: Certified copy or original B-BBEE Status Level Verification Certificate/ Sworn Affidavit must be submitted to substantiate B-BBEE Status claimed. When such certificate is not provided as proof the company will automatically score zero.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

General Conditions of the Bid

- The Eastern Cape Parks and Tourism Agency Supply Chain Management Policy will apply.
- Bidders **must** be registered with the Treasury Central Supplier Database (CSD) and submit a full copy of the CSD report for the month of December 2022.
- Service providers who are not registered with the National Treasury Central Database of Suppliers must visit www.csd@treasury.gov.za to register their companies, after the completion of the registration report, a summary report must be included to their bid documents.
- Eastern Cape Parks and Tourism Agency does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid.
- The award of this bid may be subjected to price negotiation with the preferred bidder(s).
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically will not be accepted.
- ECPTA reserves the right to terminate the contract if it is not satisfied with the work produced by the service provider. Only bidders that have met the requirements of the proposal / specification shall be considered during the adjudication process.
- The ECPTA Bid Committee and the Supply Chain Management Unit may, before a bid is adjudicated or at any time during the bidding process, oblige a bidder to substantiate any claims it may have made in its bid document.
- Bids submitted are to hold good for a period of **150** days.
- **The bidders may only request clarification in writing at least 5 workings days before the closing date stated in the Tender Notice. No requests for clarifications will be accepted after the 29th of November 2022.**



Special conditions of the bid

- Quantities and items listed above are both indicative and for benchmarking purpose; they may vary from a year to year.
- Service Providers are requested to give rates per item over a Five (5) year period.
- ECPTA will forward orders as and when required.
- ECPTA fully expect to work with the supplier during the implementation period to standardize some products, make generic substitutions and add certain products that are not currently listed.
- All prices must be quoted in rands and cents. Bidders must quote on the exact items, unit of measure and quantity specified [i.e., ensure that if you are pricing per “box” or “pack”, that your “box” or “pack” contains the same quantity of items of those listed] Failure to comply with this instruction will disqualify a bidder from consideration.
- When ECPTA refers to a patented product or the name of a manufacturer or certain trademark or brand, it shall only be to indicate the type, or the quality of the product required and not to limit the competition to that particular brand.

The following documents must be submitted with the tender document:

- A copy of your CSD Report for the month of December 2022.
- Company Profile
- Certified Copy or an original B-BBEE Certificate OR a Sworn Affidavit
- Companies who bid as a joint venture must submit a consolidated B-BBEE Verification Certificate only for this bid.
- Companies that bid as joint venture must submit an official signed business agreement by both parties. If the service provider does not meet this requirement, it will be automatically disqualified.



GENERAL CONDITIONS OF THE BID

1. Interpretation

The word "Bidder" in these conditions shall mean and include any firm or any company or body incorporated or unincorporated.

The word "ECPTA" in these conditions shall mean the Eastern Cape Parks & Tourism Agency.

2. Extent of the bid

This contract is for the provision of the services as detailed in the attached Specification (page 9-17).

3. Contract to be Binding

The formal acceptance of the Purchase Order by the ECPTA will constitute a contract binding on both parties. A service level Agreement will be signed by both parties

4. Mode of the Bid

All Bids shall be completed and signed: All forms, annexure, addendums and specifications shall be signed and returned with the Bid document as a whole. ***The lowest or any Bid will not necessarily be accepted.*** The ECPTA wishes to deal on a prime contractual basis with the successful Bidder being responsible and accountable for all aspects of the entire solution or service offered.

5. Quality

Should the specifications and / or descriptions not address any aspects of quality as specified, clarity should be provided to the ECPTA prior to the submission of a quotation.

6. Insurance Claims, etc.

The ECPTA shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

The company shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfillment of this contract and shall indemnify the ECPTA against all risks or claims which may arise. It will be required from the successful Bidder to submit proof of insurance or any other valid form of indemnification to ECPTA for scrutiny.



7. Signing of Documents

Bidders are required to return the complete set of documents duly signed.

8. Period of Validity for Bids and withdrawal of Bid after Closing Date

Bids are to be held valid and binding for 150 days from the closing date of submissions (calculated from, but not including, the due date).

9. Penalty Provision

Should the successful Bidder:

- a. Withdraw the Bid during the afore-mentioned period of validity; or
- b. Advise the ECPTA of his / her / their inability to fulfill the contract; or
- c. Fail or refuse to fulfill the contract; or
- d. Fail or refuse to sign the agreement or provide any surety if required to do so;

Then, the Bidder will be held responsible for and is obligated to pay to the ECPTA:

All expenses incurred by the ECPTA to advertise for or invite and deliberate upon new Bids, should this be necessary.

The difference between the original accepted Bid price and:

- (i) A less favorable (for the ECPTA) Bid price accepted as an alternative by the ECPTA from the Bids originally submitted; or
- (ii) A new Bid price.

10. Value Added Tax

In calculating the cost of the supply and delivery of services and / or material, the supplier will issue a "Tax Invoice" for all services rendered and / or materials supplied, which will reflect the exclusive cost of such services, goods or materials with the relevant Value Added Tax being added to the total. VAT must be included in the Bid price but must be shown separately.

11. Price Escalation

To be provided on the pricing schedule over the full five-year period.



12. Authority to Sign Bid Documents

In the case of a Bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to the ECPTA at the time of submission of the Bid that the Bid has been signed by persons properly authorized thereto by resolution of the directors or under the articles of the entity.

13. Samples:

N/A

14. Duration of the Bid

The contract period is for Three years with an option to extend for a further period of two years.

15. Delivery Periods:

Delivery period must be within **72 hours once** the purchase order is successfully placed. The successful bidder will liaise with Ms Unathi Zinganto 043 492 0871

16. Closing Date / Submitting of Quotations

Bids must be submitted in sealed envelopes clearly marked **“SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF TWO (2) YEARS FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY ON AN “AS AND WHEN” REQUIRED BASIS.” - BID NO. 17/FY/23** Quotations must be deposited in the Bid Box, 17-25 Oxford Street (Cnr of Fleet & Oxford Street), East London, by no later than **11:00 am** on the **06 December 2022**

Bids which are not submitted in a properly sealed and marked envelope and/or deposited in the relevant bid box on or before the closing date and time will not be considered. Faxed or e-mailed Bids will not be considered.

17. Bid Enquiries

Enquiries should be directed to the Supply Chain Management Unit. The following official can be contacted: Mr. Mcebisi Sandi at 043 492 0685 during normal office hours viz. 08:00 – 16:00 Mondays to Fridays-mail: mcebisi.sandi@ecpta.co.za



18. Insurance and Indemnity

ECPTA shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract.

19. Payment

Payment will be made on completion of Supply and Delivery within 30 days of receipt of the invoice.

20. Control of The Contract

For the purposes of this contract ECPTA has appointed the Bid Committee for the adjudication, award and management of the bid.

21. Agreement

The successful bidder undertakes to be bound by all terms and conditions contained in this bid document. A Service Level Agreement (SLA) will be signed between ECPTA and the successful service provider.



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GENERAL CONDITIONS OF CONTRACT

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 **“Closing time”** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **“Chief Executive Officer”** means the CEO of ECPTA or her/his duly authorized representative;
- 1.3 **“Contract”** means the written agreement entered into between the purchaser and the provider, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.4 **“Contract price”** means the price payable by the provider under the contract for the full and proper performance of his contractual obligations.
- 1.5 **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.6 **“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.7 **“Country of origin”** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.8 **“Day”** means calendar day.
- 1.9 **“Delivery”** means delivery in compliance of the conditions of the contract or order.
- 1.10 **“Delivery ex stock”** means immediate delivery directly from stock actually on hand.
- 1.11 **“Delivery into consignees store or to his site”** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the provider bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.12 **“Dumping”** occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.13 **“ECPTA”** means Eastern Cape Parks & Tourism Agency.



- 1.14 **“Force majeure”** means an event beyond the control of the provider and not involving the provider’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.15 **“Fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.16 **“GCC”** means the General Conditions of Contract.
- 1.17 **“Goods”** means all of the equipment, machinery, and/or other materials that the provider is required to supply to the purchaser under the contract.
- 1.18 **“Imported content”** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the provider or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as land costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.19 **“Letter of acceptance”** means the written communication by ECPTA to the contractor recording the acceptance by ECPTA of the contractor’s tender subject to the further terms and conditions to be itemized in the contract;
- 1.20 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.21 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.22 **“Order”** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.23 **“Project site,”** where applicable, means the place indicated in bidding documents.
- 1.24 **“Purchaser”** means the organization purchasing the goods.
- 1.25 **“Republic”** means the Republic of South Africa.
- 1.26 **“SCC”** means the Special Conditions of Contract.
- 1.27 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning,



provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the provider covered under the contract.

- 1.28 **“Signature date “** means the date of the letter of acceptance;
- 1.29 **“Tender”** means an offer to supply goods/services to ECPTA at a price;
- 1.30 **“Tenderer”** means any person or body corporate offering to supply goods/services to ECPTA;
- 1.31 **“Written” or “in writing”** means hand-written in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, ECPTA shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the Eastern Cape Treasury government tender bulletin.

4. Standards

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

5. Use of contract documents and information; inspection

- 5.1 The provider shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the provider in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.



- 5.2 The provider shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the provider's performance under the contract if so required by the purchaser.
- 5.4 The provider shall permit the purchaser to inspect the provider's records relating to the performance of the provider and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.2 The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.
- 6.3 When a provider develops documentation/projects for ECPTA, the intellectual, copy and patent rights or ownership of such documents or projects will vest in ECPTA.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the ECPTA the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to ECPTA as compensation for any loss resulting from the service provider's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to ECPTA and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in South Africa or abroad, acceptable to ECPTA, in the form provided in the bidding documents or another form acceptable to ECPTA; or
 - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by ECPTA and returned to the provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises



of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the purchaser or an organization acting on behalf of the purchaser.

- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clause 8.2 & 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the provider.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packaging

- 9.1 The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packaging, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.



10. Delivery and documents

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

11. Insurance

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

12. Transportation

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

13. Incidental services

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

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

13.2 Prices charged by the provider for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the provider for similar services.

14. Spare parts

14.1 As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:

- (a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and



- (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The provider warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The provider further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the provider, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.3 The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the provider under this contract shall be specified
- 16.2 The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the provider.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

17. Prices

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



18. Increase/decrease of quantities

- 18.1 In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

19. Contract amendments

- 19.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

20. Assignment

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

21. Subcontracts

- 21.1 The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.

22. Delays in the provider's performance

- 22.1 Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract.
- 22.2 If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 22.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
- 22.4 Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 22.5 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the



contract and to return any goods delivered later at the provider's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the provider.

23. Penalties

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

24. Termination For Default

24.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part:

- (a) if the provider fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the provider fails to perform any other obligation(s) under the contract; or
- (c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

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

25. Anti-Dumping and Countervailing Duties and Rights

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



26. Force Majeure

- 26.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the provider shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that he delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 26.2 If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

27. Termination For Insolvency

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

28. Settlement of Disputes

- 28.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 28.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 28.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 28.4 Notwithstanding any reference to mediation and / or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract.

29. Limitation of Liability

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



- (a) the provider shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the provider to pay penalties and / or damages to the purchaser; and
- (b) the aggregate liability of the provider to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

30. Governing Language

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

31. Applicable Law

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

32. Notices

- 32.1 Every written acceptance of a bid shall be posted to the provider concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 32.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

33. Taxes and Duties

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

34. Transfer of Contracts

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

35. Amendment of Contracts

- 35.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into



in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

36. National Industrial Participation Programme (NIPP)

36.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

37. Amendment of Contracts

37.1 In terms of Section 4 (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor (s) was / were involved in collusive bidding (or bid rigging).

37.2 If a bidder (s) or contractors, based on reasonable grounds or evidence obtained by purchaser, has / have engaged in the restrictive practice referred above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

37.3 If a bidder (s) or contractor (s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bidder (s) for such item (s) offered and / terminate the contract in whole or part, and / or restrict the bidder (s) or contract (s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder (s) or contractor(s) concerned.

DATE

SIGNATURE OF BIDDER



CENTRALISED SUPPLIER DATABASE (CSD) REPORT

It is a condition of bid that all Service Providers be registered on the Centralised Supplier Database (CSD). Bidders who are not yet registered can register on www.csd.gov.za

1. In order to meet this requirement bidders are required to complete the Registration Process which can be done online at the above-mentioned website. Upon completion of registration Bidders will receive a Supplier number which must be provided on the front cover of the document
2. BIDDERS are required to submit their full CSD report for the month of December 2022.



ATTACH CSD REPORT HERE

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.

BID 16/FY/23

41



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

SBD3.1

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

NAME OF THE BIDDER:

BID NO.: 17/FY/23

DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY, DELIVERY AND OFFLOADING OF CLEANING MATERIALS FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO RENEW FOR A PERIOD OF TWO (2) YEARS FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY ON AN “AS AND WHEN” REQUIRED BASIS

CLOSING TIME 11:00 **CLOSING DATE:** 06 DECEMBER 2022

OFFER TO BE VALID FOR 150 DAYS FROM THE CLOSING DATE OF BID.

NB: The quantities listed below are estimated and for benchmarking purposes. The quantities listed above may increase or decrease based on the actual needs of ECPTA. The unit price for each year tendered shall remain fixed for the duration of the contract.

YEAR 1				
Description	Unit of Measure	Estimated Quantity per year:	Unit Price	Total Price (Excl Vat)
A4 Counter books 2 quires	Pack of 10	24 packs		
A5 Counter Books 128 pages	Pack of 10	24 packs		
Adaptable Files	Pack of 5	660 packs		
Artline 70 Black Marker	Pack of 12	22 packs		
Artline 700 Black marker	Pack of 12	22 packs		
White board Markers Red	Pack of 12	22 packs		
White board Markers Blue	Pack of 12	22 packs		
White board Markers Green	Pack of 12	22 packs		
White board Markers black	Pack of 12	22 packs		
White board Markers Yellow	Pack of 12	22 packs		
Cube Refill Holders	1 per unit	35 units		
Cube Refills	100 sheets per box	55 boxes		
Slide Binder 15mm	Packs of 10	2000 packs		
Slide Binder 10 mm	Packs of 10	2000 packs		

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.



Foska Ring Binders 12 mm	100 pieces per box	55 boxes		
Foska Ring Binders 19 mm	100 pieces per box	55 boxes		
Foska Ring Binders 25 mm	100 pieces per box	55 boxes		
Foska Ring Binders 38 mm	50 pieces per box	40 boxes		
Foska Ring Binders 45 mm	50 pieces per box	40 boxes		
Foska Ring Binders 51 mm	50 pieces per box	40 boxes		
Collapsible storage boxes	250 per pack	16 packs		
Store a file	1 unit	22 units		
Letter trays	1 unit	22 units		
Desk Tidy	1 unit	22 units		
Cellotape 33mm	Per roll	100 rolls		
Clear packaging tape 48x100mm	Per roll	160 rolls		
Brown buff tape 48x100mm	Per roll	160 rolls		
Duracell AA batteries	4 per pack	260 packs		
Duracell AAA batteries	4 per pack	260 packs		
Duracell Rechargeable batteries	4 per pack	150 packs		
Wastepaper bin	1 Unit	31 units		
Carry Folders – Green	Pack of 5	8 packs		
Carry Folders – Yellow	Pack of 5	8 packs		
Carry Folders – Purple	Pack of 5	8 packs		
Carry Folders – Clear	Pack of 5	8 packs		
Carry Folders –Orange	Pack of 5	8 packs		
Carry Folders – Blue	Pack of 5	8 packs		
Carry Folders – Red	Pack of 5	8 packs		
Carry Folders – Turquoise	Pack of 5	8 packs		
Carry Folders – Pink	Pack of 5	8 packs		



Carry Folders – Black	Pack of 5	8 packs		
Foska paper clips 33mm	10 x 100 per box	35 boxes		
Foska paper clips 50mm	10 x 100 per box	35 boxes		
Foldback clips 19mm	12 x 100 per box	80 boxes		
Foldback clips 25mm	12 x 100 per box	80 boxes		
Foldback clips 32mm	12 x 100 per box	80 boxes		
Foldback clips 41mm	12 x 100 per box	80 boxes		
Foldback clips 51mm	12 x 100 per box	80 boxes		
Rubber bands 1kg pack	1kg pack	18 packs		
Rubber bands 128mm	1kg pack	90 boxes		
Info flags x 4's	5 x 25 pack	160 packs		
Info notes sticky 75x75mm	100 sheets per pack	160 packs		
Info notes 3x100x50x40mm Yellow	100 sheets per pack	40 packs		
Sign here Sticker	50 sheets per pack	200 packs		
Office punch – standard	1 unit	80 units		
Office Calculator – Standard	1 unit	55 units		
Scientific Calculator – Standard	1 unit	30 units		
Erasers (Staedtler) 65x23x13mm	1 unit	80 units		
Suspension Files – A4	25 per box	26 boxes		
Rexel 26/6 staples	5000 per box	200 boxes		
Rexel 66x14 Staples	5000 per box	12 boxes		
Marble office scissors	1 unit	160 units		

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.



Finger cones No. 0	1 unit	50 units		
Finger cones No. 1	1 unit	50 units		
Finger cones No. 2	1 unit	50 units		
Flat Staple remover Genmes	1 unit	160 units		
Full metal strip stapler	1 unit	120 units		
JD 1478 file dividers	25 per box	160 boxes		
Foska PVC binding covers A4	100 sheets	200 packs		
Kangaroo SR-300 heavy duty staple remover	1 unit	22 units		
Hot shot pencils	12 per pack	60 packs		
Pencil leads 0.5	12 per cube	24 cubes		
Pencil leads 0.7	12 per cube	24 cubes		
Penguin highlighters-Green	Pack of 10	22 packs		
Penguin highlighters – Blue	Pack of 10	22 packs		
Penguin highlighters – Pink	Pack of 10	22 packs		
Penguin highlighters – Purple	Pack of 10	22 packs		
Penguin highlighters – Yellow	Pack of 10	22 packs		
Penguin highlighters – Orange	Pack of 10	22 packs		
Penguin highlighters – Red	Pack of 10	22 packs		
Penguin highlighters – Turquoise	Pack of 10	22 packs		
Parrot white board cleaner	1 unit	22 packs		
Plastic sleeves	100 per pack	35 packs		
Manilla folders –Green-	100 per pack	60 packs		
Manilla folders –Blue	100 per pack	60 packs		
Manilla folders –Pink	100 per pack	60 packs		
Manilla folders –Yellow	100 per pack	60 packs		
Pentel correction tape- 5mmx6mm	1 unit	39 units		
Ruler 30cm	1 unit	70 units		



Examination pads 100page	1 unit	90 units		
Project board – A4 160gsm– Green	100 per pack	70 packs		
Project board – A4 – Pink	100 per pack	70 packs		
Project board – A4 160gsm – Orange	100 per pack	70 packs		
Project board – A4 160gsm – Red	100 per pack	70 packs		
Project board – A4 160gsm - Blue	100 per pack	70 packs		
Project board – A4 160gsm - White	100 per pack	70 packs		
Project board – A4 160gsm - Yellow	100 per pack	70 packs		
Project board – A4 160gsm - Lilac	100 per pack	70 packs		
Uni Click – Gel – Black	12 per pack	160 packs		
BIC crystal fine ballpoint Pen –Black	60 per Box	50 packs		
Uni Click – Gel – Red	12 per pack	120 packs		
BIC crystal fine ballpoint Pen –Red	60 per box	50 packs		
Staedtler Pritt 43g	12 per box	50 boxes		
Prestik 100g	1 unit	50 units		
A3 Copy Paper- 80 gm ² - white	5 reams per box	70 boxes		
A4 Copy Paper – 80 gsm – white	5 reams per box	1750 boxes		
A4 – 80 gsm Colour Paper (Pink)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Yellow)	5 reams per box	22 boxes		

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.



A4 – 80 gsm Colour Paper (Blue)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Green)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Purple)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Orange)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Turquoise)	5 reams per box	22 boxes		
Memory sticks 16GB	1 unit	100 units		
Memory sticks 32gb	1 unit	26 units		
External Hard Drive (1TB)	1 unit	20 units		
External Hard Drive (2TB)	1 unit	20 units		
HP-80 A Cartridge	1 unit	6 units		
HP-78 A Cartridge	1 unit	6 units		
HP-36 A Cartridge	1 unit	6 units		
Ethernet Adaptors	1 unit	30 units		
Numeric Keypads	1 unit	20 units		
SSD 240 GB	1 unit	60 units		
HP-49x Cartridge	1 unit	6 units		
BROTHER BT5000Y	1 unit	6 units		
BROTHER BTD60BK	1 unit	6 units		
BROTHER BT5000C	1 unit	6 units		
BROTHER BT5000M	1 unit	6 units		
DLB-110x220mm Window envelopes – white	500 per box	22 boxes		
DLB - 110x220 mm White envelopes	500 per box	22 boxes		
C4 – 324x229mm White envelopes	25 per box	22 boxes		

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.



Flip Charts	1 unit	20 units		
Flip Chart Paper	10 sheets	10 packs		
Giant Stapler	1 unit	15 units		
White Boards	1 unit	15 units		
Bankers' boxes	8 per pack	200 packs		
Color Rubber Stamps	1 unit	22 units		
File Fasteners (80mm)	1 unit	22 units		
Endorsing Ink - Black 30ml	1 bottle	22 bottles		
Endorsing Ink – Red 30ml	1 bottle	22 bottles		
Year planner	1 unit	22 units		
350G – A4 Guillotine	1 unit	20 units		
Shredding Machine	1 unit	15 units		
Binding Machine (Automatic)	1 unit	15 units		
Cordless Mouse	1 unit	300 units		
White board erasers	1 unit	22 units		
Quotation Folders -Red	1 unit	22 units		
Quotation Folders – Green	1 unit	22 units		
Quotation Folders – Black	1 unit	22 units		
Quotation Folders -Yellow	1 unit	22 units		
Quotation Folders – Cobalt blue	1 unit	22 units		
Quotation Folders -Silver	1 unit	22 units		
Quotation Folders – Blue	1 unit	22 units		
Sub-total				R



YEAR 2

Description	Unit of Measure	Estimated Quantity per year:	Unit Price	Total Price (Excl Vat)
A4 Counter books 2 quires	Packs of 10	24 packs		
A5 Counter Books 128 pages	Packs of 10	24 packs		
Adaptable Files	Pack of 5	660 packs		
Artline 70 Black Marker	Pack of 12	22 packs		
Artline 700 Black marker	Pack of 12	22 packs		
White board Markers Red	Pack of 12	22 packs		
White board Markers Blue	Pack of 12	22 packs		
White board Markers Green	Pack of 12	22 packs		
White board Markers black	Pack of 12	22 packs		
White board Markers Yellow	Pack of 12	22 packs		
Cube Refill Holders	1 per unit	35 units		
Cube Refills	100 sheets per box	55 boxes		
Slide Binder 15mm	Packs of 10	2000 packs		
Slide Binder 10 mm	Packs of 10	2000 packs		
Foska Ring Binders 12 mm	100 pieces per box	55 boxes		
Foska Ring Binders 19 mm	100 pieces per box	55 boxes		
Foska Ring Binders 25 mm	100 pieces per box	55 boxes		
Foska Ring Binders 38 mm	50 pieces per box	40 boxes		
Foska Ring Binders 45 mm	50 pieces per box	40 boxes		
Foska Ring Binders 51 mm	50 pieces per box	40 boxes		
Collapsible storage boxes	250 per pack	16 packs		
Store a file	1 unit	22 units		



Letter trays	1 unit	22 units		
Desk Tidy	1 unit	22 units		
Cellotape 33mm	Per roll	100 rolls		
Clear packaging tape 48x100mm	Per roll	160 rolls		
Brown buff tape 48x100mm	Per roll	160 rolls		
Duracell AA batteries	4 per pack	260 packs		
Duracell AAA batteries	4 per pack	260 packs		
Duracell Rechargeable batteries	4 per pack	150 packs		
Wastepaper bin	1 Unit	31 units		
Carry Folders – Green	Pack of 5	8 packs		
Carry Folders – Yellow	Pack of 5	8 packs		
Carry Folders – Purple	Pack of 5	8 packs		
Carry Folders – Clear	Pack of 5	8 packs		
Carry Folders –Orange	Pack of 5	8 packs		
Carry Folders – Blue	Pack of 5	8 packs		
Carry Folders – Red	Pack of 5	8 packs		
Carry Folders – Turquoise	Pack of 5	8 packs		
Carry Folders – Pink	Pack of 5	8 packs		
Carry Folders – Black	Pack of 5	8 packs		
Foska paper clips 33mm	10 x 100 per box	35 boxes		
Foska paper clips 50mm	10 x 100 per box	35 boxes		
Foldback clips 19mm	12 x 100 per box	80 boxes		
Foldback clips 25mm	12 x 100 per box	80 boxes		
Foldback clips 32mm	12 x 100 per box	80 boxes		
Foldback clips 41mm	12 x 100 per box	80 boxes		



Foldback clips 51mm	12 x 100 per box	80 boxes		
Rubber bands 1kg pack	1kg pack	18 packs		
Rubber bands 128mm	1kg pack	90 boxes		
Info flags x 4's	5 x 25 pack	160 packs		
Info notes sticky 75x75mm	100 sheets per pack	160 packs		
Info notes 3x100x50x40mm Yellow	100 sheets per pack	40 packs		
Sign here Sticker	50 sheets per pack	200 packs		
Office punch – standard	1 unit	80 units		
Office Calculator – Standard	1 unit	55 units		
Scientific Calculator – Standard	1 unit	30 units		
Erasers (Staedtler) 65x23x13mm	1 unit	80 units		
Suspension Files – A4	25 per box	26 boxes		
Rexel 26/6 staples	5000 per box	200 boxes		
Rexel 66x14 Staples	5000 per box	12 boxes		
Marble office scissors	1 unit	160 units		
Finger cones No. 0	1 unit	50 units		
Finger cones No. 1	1 unit	50 units		
Finger cones No. 2	1 unit	50 units		
Flat Staple remover Genmes	1 unit	160 units		
Full metal strip stapler	1 unit	120 units		
JD 1478 file dividers	25 per box	160 boxes		
Foska PVC binding covers A4	100 sheets	200 packs		
Kangaroo SR-300 heavy duty staple remover	1 unit	22 units		
Hot shot pencils	12 per pack	60 packs		
Pencil leads 0.5	12 per cube	24 cubes		
Pencil leads 0.7	12 per cube	24 cubes		



Penguin highlighters-Green	Pack of 10	22 packs		
Penguin highlighters – Blue	Pack of 10	22 packs		
Penguin highlighters – Pink	Pack of 10	22 packs		
Penguin highlighters – Purple	Pack of 10	22 packs		
Penguin highlighters – Yellow	Pack of 10	22 packs		
Penguin highlighters – Orange	Pack of 10	22 packs		
Penguin highlighters – Red	Pack of 10	22 packs		
Penguin highlighters – Turquoise	Pack of 10	22 packs		
Parrot white board cleaner	1 unit	22 packs		
Plastic sleeves	100 per pack	35 packs		
Manilla folders –Green-	100 per pack	60 packs		
Manilla folders –Blue	100 per pack	60 packs		
Manilla folders –Pink	100 per pack	60 packs		
Manilla folders –Yellow	100 per pack	60 packs		
Pentel correction tape- 5mmx6mm	1 unit	39 units		
Ruler 30cm	1 unit	70 units		
Examination pads 100page	1 unit	90 units		
Project board – A4 160gsm– Green	100 per pack	70 packs		
Project board – A4 – Pink	100 per pack	70 packs		
Project board – A4 160gsm – Orange	100 per pack	70 packs		
Project board – A4 160gsm – Red	100 per pack	70 packs		
Project board – A4 160gsm - Blue	100 per pack	70 packs		
Project board – A4 160gsm - White	100 per pack	70 packs		



Project board – A4 160gsm - Yellow	100 per pack	70 packs		
Project board – A4 160gsm - Lilac	100 per pack	70 packs		
Uni Click – Gel – Black	12 per pack	160 packs		
BIC crystal fine ballpoint Pen –Black	60 per Box	50 packs		
Uni Click – Gel – Red	12 per pack	120 packs		
BIC crystal fine ballpoint Pen –Red	60 per box	50 packs		
Staedtler Pritt 43g	12 per box	50 boxes		
Prestik 100g	1 unit	50 units		
A3 Copy Paper- 80 gm ² - white	5 reams per box	70 boxes		
A4 Copy Paper – 80 gsm – white	5 reams per box	1750 boxes		
A4 – 80 gsm Colour Paper (Pink)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Yellow)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Blue)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Green)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Purple)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Orange)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Turquoise)	5 reams per box	22 boxes		
Memory sticks 16GB	1 unit	100 units		
Memory sticks 32gb	1 unit	26 units		



External Hard Drive (1TB)	1 unit	20 units		
External Hard Drive (2TB)	1 unit	20 units		
HP-80 A Cartridge	1 unit	6 units		
HP-78 A Cartridge	1 unit	6 units		
HP-36 A Cartridge	1 unit	6 units		
Ethernet Adaptors	1 unit	30 units		
Numeric Keypads	1 unit	20 units		
SSD 240 GB	1 unit	60 units		
HP-49x Cartridge	1 unit	6 units		
BROTHER BT5000Y	1 unit	6 units		
BROTHER BTD60BK	1 unit	6 units		
BROTHER BT5000C	1 unit	6 units		
BROTHER BT5000M	1 unit	6 units		
DLB-110x220mm Window envelopes – white	500 per box	22 boxes		
DLB - 110x220 mm White envelopes	500 per box	22 boxes		
C4 – 324x229mm White envelopes	25 per box	22 boxes		
Flip Charts	1 unit	20 units		
Flip Chart Paper	10 sheets	10 packs		
Giant Stapler	1 unit	15 units		
White Boards	1 unit	15 units		
Bankers' boxes	8 per pack	200 packs		
Color Rubber Stamps	1 unit	22 units		
File Fasteners (80mm)	1 unit	22 units		
Endorsing Ink - Black 30ml	1 bottle	22 bottles		



Endorsing Ink – Red 30ml	1 bottle	22 bottles		
Year planner	1 unit	22 units		
350G – A4 Guillotine	1 unit	20 units		
Shredding Machine	1 unit	15 units		
Binding Machine (Automatic)	1 unit	15 units		
Cordless Mouse	1 unit	300 units		
White board erasers	1 unit	22 units		
Quotation Folders -Red	1 unit	22 units		
Quotation Folders – Green	1 unit	22 units		
Quotation Folders – Black	1 unit	22 units		
Quotation Folders -Yellow	1 unit	22 units		
Quotation Folders – Cobalt blue	1 unit	22 units		
Quotation Folders -Silver	1 unit	22 units		
Quotation Folders – Blue	1 unit	22 units		
Sub-total				R



YEAR 3

Description	Unit of Measure	Estimated Quantity per year:	Unit Price	Total Price (Excl Vat)
A4 Counter books 2 quires	Packs of 10	24 packs		
A5 Counter Books 128 pages	Packs of 10	24 packs		
Adaptable Files	Pack of 5	660 packs		
Artline 70 Black Marker	Pack of 12	22 packs		
Artline 700 Black marker	Pack of 12	22 packs		
White board Markers Red	Pack of 12	22 packs		
White board Markers Blue	Pack of 12	22 packs		
White board Markers Green	Pack of 12	22 packs		
White board Markers black	Pack of 12	22 packs		
White board Markers Yellow	Pack of 12	22 packs		
Cube Refill Holders	1 per unit	35 units		
Cube Refills	100 sheets per box	55 boxes		
Slide Binder 15mm	Packs of 10	2000 packs		
Slide Binder 10 mm	Packs of 10	2000 packs		
Foska Ring Binders 12 mm	100 pieces per box	55 boxes		
Foska Ring Binders 19 mm	100 pieces per box	55 boxes		
Foska Ring Binders 25 mm	100 pieces per box	55 boxes		
Foska Ring Binders 38 mm	50 pieces per box	40 boxes		
Foska Ring Binders 45 mm	50 pieces per box	40 boxes		
Foska Ring Binders 51 mm	50 pieces per box	40 boxes		
Collapsible storage boxes	250 per pack	16 packs		
Store a file	1 unit	22 units		
Letter trays	1 unit	22 units		

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.



Desk Tidy	1 unit	22 units		
Cellotape 33mm	Per roll	100 rolls		
Clear packaging tape 48x100mm	Per roll	160 rolls		
Brown buff tape 48x100mm	Per roll	160 rolls		
Duracell AA batteries	4 per pack	260 packs		
Duracell AAA batteries	4 per pack	260 packs		
Duracell Rechargeable batteries	4 per pack	150 packs		
Wastepaper bin	1 Unit	31 units		
Carry Folders – Green	Pack of 5	8 packs		
Carry Folders – Yellow	Pack of 5	8 packs		
Carry Folders – Purple	Pack of 5	8 packs		
Carry Folders – Clear	Pack of 5	8 packs		
Carry Folders –Orange	Pack of 5	8 packs		
Carry Folders – Blue	Pack of 5	8 packs		
Carry Folders – Red	Pack of 5	8 packs		
Carry Folders – Turquoise	Pack of 5	8 packs		
Carry Folders – Pink	Pack of 5	8 packs		
Carry Folders – Black	Pack of 5	8 packs		
Foska paper clips 33mm	10 x 100 per box	35 boxes		
Foska paper clips 50mm	10 x 100 per box	35 boxes		
Foldback clips 19mm	12 x 100 per box	80 boxes		
Foldback clips 25mm	12 x 100 per box	80 boxes		
Foldback clips 32mm	12 x 100 per box	80 boxes		
Foldback clips 41mm	12 x 100 per box	80 boxes		
Foldback clips 51mm	12 x 100 per box	80 boxes		



Rubber bands 1kg pack	1kg pack	18 packs		
Rubber bands 128mm	1kg pack	90 boxes		
Info flags x 4's	5 x 25 pack	160 packs		
Info notes sticky 75x75mm	100 sheets per pack	160 packs		
Info notes 3x100x50x40mm Yellow	100 sheets per pack	40 packs		
Sign here Sticker	50 sheets per pack	200 packs		
Office punch – standard	1 unit	80 units		
Office Calculator – Standard	1 unit	55 units		
Scientific Calculator – Standard	1 unit	30 units		
Erasers (Staedtler) 65x23x13mm	1 unit	80 units		
Suspension Files – A4	25 per box	26 boxes		
Rexel 26/6 staples	5000 per box	200 boxes		
Rexel 66x14 Staples	5000 per box	12 boxes		
Marble office scissors	1 unit	160 units		
Finger cones No. 0	1 unit	50 units		
Finger cones No. 1	1 unit	50 units		
Finger cones No. 2	1 unit	50 units		
Flat Staple remover Genmes	1 unit	160 units		
Full metal strip stapler	1 unit	120 units		
JD 1478 file dividers	25 per box	160 boxes		
Foska PVC binding covers A4	100 sheets	200 packs		
Kangaroo SR-300 heavy duty staple remover	1 unit	22 units		
Hot shot pencils	12 per pack	60 packs		
Pencil leads 0.5	12 per cube	24 cubes		
Pencil leads 0.7	12 per cube	24 cubes		
Penguin highlighters-Green	Pack of 10	22 packs		
Penguin highlighters – Blue	Pack of 10	22 packs		



Penguin highlighters – Pink	Pack of 10	22 packs		
Penguin highlighters – Purple	Pack of 10	22 packs		
Penguin highlighters – Yellow	Pack of 10	22 packs		
Penguin highlighters – Orange	Pack of 10	22 packs		
Penguin highlighters – Red	Pack of 10	22 packs		
Penguin highlighters – Turquoise	Pack of 10	22 packs		
Parrot white board cleaner	1 unit	22 packs		
Plastic sleeves	100 per pack	35 packs		
Manilla folders –Green-	100 per pack	60 packs		
Manilla folders –Blue	100 per pack	60 packs		
Manilla folders –Pink	100 per pack	60 packs		
Manilla folders –Yellow	100 per pack	60 packs		
Pentel correction tape- 5mmx6mm	1 unit	39 units		
Ruler 30cm	1 unit	70 units		
Examination pads 100page	1 unit	90 units		
Project board – A4 160gsm– Green	100 per pack	70 packs		
Project board – A4 – Pink	100 per pack	70 packs		
Project board – A4 160gsm – Orange	100 per pack	70 packs		
Project board – A4 160gsm – Red	100 per pack	70 packs		
Project board – A4 160gsm - Blue	100 per pack	70 packs		
Project board – A4 160gsm - White	100 per pack	70 packs		
Project board – A4 160gsm - Yellow	100 per pack	70 packs		



Project board – A4 160gsm - Lilac	100 per pack	70 packs		
Uni Click – Gel – Black	12 per pack	160 packs		
BIC crystal fine ballpoint Pen –Black	60 per Box	50 packs		
Uni Click – Gel – Red	12 per pack	120 packs		
BIC crystal fine ballpoint Pen –Red	60 per box	50 packs		
Staedtler Pritt 43g	12 per box	50 boxes		
Prestik 100g	1 unit	50 units		
A3 Copy Paper- 80 gm ² - white	5 reams per box	70 boxes		
A4 Copy Paper – 80 gsm – white	5 reams per box	1750 boxes		
A4 – 80 gsm Colour Paper (Pink)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Yellow)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Blue)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Green)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Purple)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Orange)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Turquoise)	5 reams per box	22 boxes		
Memory sticks 16GB	1 unit	100 units		
Memory sticks 32gb	1 unit	26 units		
External Hard Drive (1TB)	1 unit	20 units		



External Hard Drive (2TB)	1 unit	20 units		
HP-80 A Cartridge	1 unit	6 units		
HP-78 A Cartridge	1 unit	6 units		
HP-36 A Cartridge	1 unit	6 units		
Ethernet Adaptors	1 unit	30 units		
Numeric Keypads	1 unit	20 units		
SSD 240 GB	1 unit	60 units		
HP-49x Cartridge	1 unit	6 units		
BROTHER BT5000Y	1 unit	6 units		
BROTHER BTD60BK	1 unit	6 units		
BROTHER BT5000C	1 unit	6 units		
BROTHER BT5000M	1 unit	6 units		
DLB-110x220mm Window envelopes – white	500 per box	22 boxes		
DLB - 110x220 mm White envelopes	500 per box	22 boxes		
C4 – 324x229mm White envelopes	25 per box	22 boxes		
Flip Charts	1 unit	20 units		
Flip Chart Paper	10 sheets	10 packs		
Giant Stapler	1 unit	15 units		
White Boards	1 unit	15 units		
Bankers' boxes	8 per pack	200 packs		
Color Rubber Stamps	1 unit	22 units		
File Fasteners (80mm)	1 unit	22 units		
Endorsing Ink - Black 30ml	1 bottle	22 bottles		
Endorsing Ink – Red 30ml	1 bottle	22 bottles		



Year planner	1 unit	22 units		
350G – A4 Guillotine	1 unit	20 units		
Shredding Machine	1 unit	15 units		
Binding Machine (Automatic)	1 unit	15 units		
Cordless Mouse	1 unit	300 units		
White board erasers	1 unit	22 units		
Quotation Folders -Red	1 unit	22 units		
Quotation Folders – Green	1 unit	22 units		
Quotation Folders – Black	1 unit	22 units		
Quotation Folders -Yellow	1 unit	22 units		
Quotation Folders – Cobalt blue	1 unit	22 units		
Quotation Folders -Silver	1 unit	22 units		
Quotation Folders – Blue	1 unit	22 units		
Sub-total				R



YEAR 4

Description	Unit of Measure	Estimated Quantity per year:	Unit Price	Total Price (Excl Vat)
A4 Counter books 2 quires	Packs of 10	24 packs		
A5 Counter Books 128 pages	Packs of 10	24 packs		
Adaptable Files	Pack of 5	660 packs		
Artline 70 Black Marker	Pack of 12	22 packs		
Artline 700 Black marker	Pack of 12	22 packs		
White board Markers Red	Pack of 12	22 packs		
White board Markers Blue	Pack of 12	22 packs		
White board Markers Green	Pack of 12	22 packs		
White board Markers black	Pack of 12	22 packs		
White board Markers Yellow	Pack of 12	22 packs		
Cube Refill Holders	1 per unit	35 units		
Cube Refills	100 sheets per box	55 boxes		
Slide Binder 15mm	Packs of 10	2000 packs		
Slide Binder 10 mm	Packs of 10	2000 packs		
Foska Ring Binders 12 mm	100 pieces per box	55 boxes		
Foska Ring Binders 19 mm	100 pieces per box	55 boxes		
Foska Ring Binders 25 mm	100 pieces per box	55 boxes		
Foska Ring Binders 38 mm	50 pieces per box	40 boxes		
Foska Ring Binders 45 mm	50 pieces per box	40 boxes		
Foska Ring Binders 51 mm	50 pieces per box	40 boxes		
Collapsible storage boxes	250 per pack	16 packs		
Store a file	1 unit	22 units		



Letter trays	1 unit	22 units		
Desk Tidy	1 unit	22 units		
Cellotape 33mm	Per roll	100 rolls		
Clear packaging tape 48x100mm	Per roll	160 rolls		
Brown buff tape 48x100mm	Per roll	160 rolls		
Duracell AA batteries	4 per pack	260 packs		
Duracell AAA batteries	4 per pack	260 packs		
Duracell Rechargeable batteries	4 per pack	150 packs		
Wastepaper bin	1 Unit	31 units		
Carry Folders – Green	Pack of 5	8 packs		
Carry Folders – Yellow	Pack of 5	8 packs		
Carry Folders – Purple	Pack of 5	8 packs		
Carry Folders – Clear	Pack of 5	8 packs		
Carry Folders –Orange	Pack of 5	8 packs		
Carry Folders – Blue	Pack of 5	8 packs		
Carry Folders – Red	Pack of 5	8 packs		
Carry Folders – Turquoise	Pack of 5	8 packs		
Carry Folders – Pink	Pack of 5	8 packs		
Carry Folders – Black	Pack of 5	8 packs		
Foska paper clips 33mm	10 x 100 per box	35 boxes		
Foska paper clips 50mm	10 x 100 per box	35 boxes		
Foldback clips 19mm	12 x 100 per box	80 boxes		
Foldback clips 25mm	12 x 100 per box	80 boxes		
Foldback clips 32mm	12 x 100 per box	80 boxes		
Foldback clips 41mm	12 x 100 per box	80 boxes		



Foldback clips 51mm	12 x 100 per box	80 boxes		
Rubber bands 1kg pack	1kg pack	18 packs		
Rubber bands 128mm	1kg pack	90 boxes		
Info flags x 4's	5 x 25 pack	160 packs		
Info notes sticky 75x75mm	100 sheets per pack	160 packs		
Info notes 3x100x50x40mm Yellow	100 sheets per pack	40 packs		
Sign here Sticker	50 sheets per pack	200 packs		
Office punch – standard	1 unit	80 units		
Office Calculator – Standard	1 unit	55 units		
Scientific Calculator – Standard	1 unit	30 units		
Erasers (Staedtler) 65x23x13mm	1 unit	80 units		
Suspension Files – A4	25 per box	26 boxes		
Rexel 26/6 staples	5000 per box	200 boxes		
Rexel 66x14 Staples	5000 per box	12 boxes		
Marble office scissors	1 unit	160 units		
Finger cones No. 0	1 unit	50 units		
Finger cones No. 1	1 unit	50 units		
Finger cones No. 2	1 unit	50 units		
Flat Staple remover Genmes	1 unit	160 units		
Full metal strip stapler	1 unit	120 units		
JD 1478 file dividers	25 per box	160 boxes		
Foska PVC binding covers A4	100 sheets	200 packs		
Kangaroo SR-300 heavy duty staple remover	1 unit	22 units		
Hot shot pencils	12 per pack	60 packs		
Pencil leads 0.5	12 per cube	24 cubes		
Pencil leads 0.7	12 per cube	24 cubes		



Penguin highlighters-Green	Pack of 10	22 packs		
Penguin highlighters – Blue	Pack of 10	22 packs		
Penguin highlighters – Pink	Pack of 10	22 packs		
Penguin highlighters – Purple	Pack of 10	22 packs		
Penguin highlighters – Yellow	Pack of 10	22 packs		
Penguin highlighters – Orange	Pack of 10	22 packs		
Penguin highlighters – Red	Pack of 10	22 packs		
Penguin highlighters – Turquoise	Pack of 10	22 packs		
Parrot white board cleaner	1 unit	22 packs		
Plastic sleeves	100 per pack	35 packs		
Manilla folders –Green-	100 per pack	60 packs		
Manilla folders –Blue	100 per pack	60 packs		
Manilla folders –Pink	100 per pack	60 packs		
Manilla folders –Yellow	100 per pack	60 packs		
Pentel correction tape-5mmx6mm	1 unit	39 units		
Ruler 30cm	1 unit	70 units		
Examination pads 100page	1 unit	90 units		
Project board – A4 160gsm– Green	100 per pack	70 packs		
Project board – A4 – Pink	100 per pack	70 packs		
Project board – A4 160gsm – Orange	100 per pack	70 packs		
Project board – A4 160gsm – Red	100 per pack	70 packs		
Project board – A4 160gsm - Blue	100 per pack	70 packs		
Project board – A4 160gsm - White	100 per pack	70 packs		



Project board – A4 160gsm - Yellow	100 per pack	70 packs		
Project board – A4 160gsm - Lilac	100 per pack	70 packs		
Uni Click – Gel – Black	12 per pack	160 packs		
BIC crystal fine ballpoint Pen –Black	60 per Box	50 packs		
Uni Click – Gel – Red	12 per pack	120 packs		
BIC crystal fine ballpoint Pen –Red	60 per box	50 packs		
Staedtler Pritt 43g	12 per box	50 boxes		
Prestik 100g	1 unit	50 units		
A3 Copy Paper- 80 gm ² - white	5 reams per box	70 boxes		
A4 Copy Paper – 80 gsm – white	5 reams per box	1750 boxes		
A4 – 80 gsm Colour Paper (Pink)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Yellow)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Blue)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Green)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Purple)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Orange)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Turquoise)	5 reams per box	22 boxes		
Memory sticks 16GB	1 unit	100 units		
Memory sticks 32gb	1 unit	26 units		



External Hard Drive (1TB)	1 unit	20 units		
External Hard Drive (2TB)	1 unit	20 units		
HP-80 A Cartridge	1 unit	6 units		
HP-78 A Cartridge	1 unit	6 units		
HP-36 A Cartridge	1 unit	6 units		
Ethernet Adaptors	1 unit	30 units		
Numeric Keypads	1 unit	20 units		
SSD 240 GB	1 unit	60 units		
HP-49x Cartridge	1 unit	6 units		
BROTHER BT5000Y	1 unit	6 units		
BROTHER BTD60BK	1 unit	6 units		
BROTHER BT5000C	1 unit	6 units		
BROTHER BT5000M	1 unit	6 units		
DLB-110x220mm Window envelopes – white	500 per box	22 boxes		
DLB - 110x220 mm White envelopes	500 per box	22 boxes		
C4 – 324x229mm White envelopes	25 per box	22 boxes		
Flip Charts	1 unit	20 units		
Flip Chart Paper	10 sheets	10 packs		
Giant Stapler	1 unit	15 units		
White Boards	1 unit	15 units		
Bankers' boxes	8 per pack	200 packs		
Color Rubber Stamps	1 unit	22 units		
File Fasteners (80mm)	1 unit	22 units		
Endorsing Ink - Black 30ml	1 bottle	22 bottles		

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.



Endorsing Ink – Red 30ml	1 bottle	22 bottles		
Year planner	1 unit	22 units		
350G – A4 Guillotine	1 unit	20 units		
Shredding Machine	1 unit	15 units		
Binding Machine (Automatic)	1 unit	15 units		
Cordless Mouse	1 unit	300 units		
White board erasers	1 unit	22 units		
Quotation Folders -Red	1 unit	22 units		
Quotation Folders – Green	1 unit	22 units		
Quotation Folders – Black	1 unit	22 units		
Quotation Folders -Yellow	1 unit	22 units		
Quotation Folders – Cobalt blue	1 unit	22 units		
Quotation Folders -Silver	1 unit	22 units		
Quotation Folders – Blue	1 unit	22 units		
Sub-total				R



YEAR 5

Description	Unit of Measure	Estimated Quantity per year:	Unit Price	Total Price (Excl Vat)
A4 Counter books 2 quires	Packs of 10	24 packs		
A5 Counter Books 128 pages	Packs of 10	24 packs		
Adaptable Files	Pack of 5	660 packs		
Artline 70 Black Marker	Pack of 12	22 packs		
Artline 700 Black marker	Pack of 12	22 packs		
White board Markers Red	Pack of 12	22 packs		
White board Markers Blue	Pack of 12	22 packs		
White board Markers Green	Pack of 12	22 packs		
White board Markers black	Pack of 12	22 packs		
White board Markers Yellow	Pack of 12	22 packs		
Cube Refill Holders	1 per unit	35 units		
Cube Refills	100 sheets per box	55 boxes		
Slide Binder 15mm	Packs of 10	2000 packs		
Slide Binder 10 mm	Packs of 10	2000 packs		
Foska Ring Binders 12 mm	100 pieces per box	55 boxes		
Foska Ring Binders 19 mm	100 pieces per box	55 boxes		
Foska Ring Binders 25 mm	100 pieces per box	55 boxes		
Foska Ring Binders 38 mm	50 pieces per box	40 boxes		
Foska Ring Binders 45 mm	50 pieces per box	40 boxes		
Foska Ring Binders 51 mm	50 pieces per box	40 boxes		
Collapsible storage boxes	250 per pack	16 packs		
Store a file	1 unit	22 units		



Letter trays	1 unit	22 units		
Desk Tidy	1 unit	22 units		
Cellotape 33mm	Per roll	100 rolls		
Clear packaging tape 48x100mm	Per roll	160 rolls		
Brown buff tape 48x100mm	Per roll	160 rolls		
Duracell AA batteries	4 per pack	260 packs		
Duracell AAA batteries	4 per pack	260 packs		
Duracell Rechargeable batteries	4 per pack	150 packs		
Wastepaper bin	1 Unit	31 units		
Carry Folders – Green	Pack of 5	8 packs		
Carry Folders – Yellow	Pack of 5	8 packs		
Carry Folders – Purple	Pack of 5	8 packs		
Carry Folders – Clear	Pack of 5	8 packs		
Carry Folders –Orange	Pack of 5	8 packs		
Carry Folders – Blue	Pack of 5	8 packs		
Carry Folders – Red	Pack of 5	8 packs		
Carry Folders – Turquoise	Pack of 5	8 packs		
Carry Folders – Pink	Pack of 5	8 packs		
Carry Folders – Black	Pack of 5	8 packs		
Foska paper clips 33mm	10 x 100 per box	35 boxes		
Foska paper clips 50mm	10 x 100 per box	35 boxes		
Foldback clips 19mm	12 x 100 per box	80 boxes		
Foldback clips 25mm	12 x 100 per box	80 boxes		
Foldback clips 32mm	12 x 100 per box	80 boxes		
Foldback clips 41mm	12 x 100 per box	80 boxes		



Foldback clips 51mm	12 x 100 per box	80 boxes		
Rubber bands 1kg pack	1kg pack	18 packs		
Rubber bands 128mm	1kg pack	90 boxes		
Info flags x 4's	5 x 25 pack	160 packs		
Info notes sticky 75x75mm	100 sheets per pack	160 packs		
Info notes 3x100x50x40mm Yellow	100 sheets per pack	40 packs		
Sign here Sticker	50 sheets per pack	200 packs		
Office punch – standard	1 unit	80 units		
Office Calculator – Standard	1 unit	55 units		
Scientific Calculator – Standard	1 unit	30 units		
Erasers (Staedtler) 65x23x13mm	1 unit	80 units		
Suspension Files – A4	25 per box	26 boxes		
Rexel 26/6 staples	5000 per box	200 boxes		
Rexel 66x14 Staples	5000 per box	12 boxes		
Marble office scissors	1 unit	160 units		
Finger cones No. 0	1 unit	50 units		
Finger cones No. 1	1 unit	50 units		
Finger cones No. 2	1 unit	50 units		
Flat Staple remover Genmes	1 unit	160 units		
Full metal strip stapler	1 unit	120 units		
JD 1478 file dividers	25 per box	160 boxes		
Foska PVC binding covers A4	100 sheets	200 packs		
Kangaroo SR-300 heavy duty staple remover	1 unit	22 units		
Hot shot pencils	12 per pack	60 packs		
Pencil leads 0.5	12 per cube	24 cubes		
Pencil leads 0.7	12 per cube	24 cubes		



Penguin highlighters-Green	Pack of 10	22 packs		
Penguin highlighters – Blue	Pack of 10	22 packs		
Penguin highlighters – Pink	Pack of 10	22 packs		
Penguin highlighters – Purple	Pack of 10	22 packs		
Penguin highlighters – Yellow	Pack of 10	22 packs		
Penguin highlighters – Orange	Pack of 10	22 packs		
Penguin highlighters – Red	Pack of 10	22 packs		
Penguin highlighters – Turquoise	Pack of 10	22 packs		
Parrot white board cleaner	1 unit	22 packs		
Plastic sleeves	100 per pack	35 packs		
Manilla folders –Green-	100 per pack	60 packs		
Manilla folders –Blue	100 per pack	60 packs		
Manilla folders –Pink	100 per pack	60 packs		
Manilla folders –Yellow	100 per pack	60 packs		
Pentel correction tape- 5mmx6mm	1 unit	39 units		
Ruler 30cm	1 unit	70 units		
Examination pads 100page	1 unit	90 units		
Project board – A4 160gsm– Green	100 per pack	70 packs		
Project board – A4 – Pink	100 per pack	70 packs		
Project board – A4 160gsm – Orange	100 per pack	70 packs		
Project board – A4 160gsm – Red	100 per pack	70 packs		
Project board – A4 160gsm - Blue	100 per pack	70 packs		
Project board – A4 160gsm - White	100 per pack	70 packs		



Project board – A4 160gsm - Yellow	100 per pack	70 packs		
Project board – A4 160gsm - Lilac	100 per pack	70 packs		
Uni Click – Gel – Black	12 per pack	160 packs		
BIC crystal fine ballpoint Pen –Black	60 per Box	50 packs		
Uni Click – Gel – Red	12 per pack	120 packs		
BIC crystal fine ballpoint Pen –Red	60 per box	50 packs		
Staedtler Pritt 43g	12 per box	50 boxes		
Prestik 100g	1 unit	50 units		
A3 Copy Paper- 80 gm ² - white	5 reams per box	70 boxes		
A4 Copy Paper – 80 gsm – white	5 reams per box	1750 boxes		
A4 – 80 gsm Colour Paper (Pink)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Yellow)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Blue)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Green)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Purple)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Orange)	5 reams per box	22 boxes		
A4 – 80 gsm Colour Paper (Turquoise)	5 reams per box	22 boxes		
Memory sticks 16GB	1 unit	100 units		
Memory sticks 32gb	1 unit	26 units		



External Hard Drive (1TB)	1 unit	20 units		
External Hard Drive (2TB)	1 unit	20 units		
HP-80 A Cartridge	1 unit	6 units		
HP-78 A Cartridge	1 unit	6 units		
HP-36 A Cartridge	1 unit	6 units		
Ethernet Adaptors	1 unit	30 units		
Numeric Keypads	1 unit	20 units		
SSD 240 GB	1 unit	60 units		
HP-49x Cartridge	1 unit	6 units		
BROTHER BT5000Y	1 unit	6 units		
BROTHER BTD60BK	1 unit	6 units		
BROTHER BT5000C	1 unit	6 units		
BROTHER BT5000M	1 unit	6 units		
DLB-110x220mm Window envelopes – white	500 per box	22 boxes		
DLB - 110x220 mm White envelopes	500 per box	22 boxes		
C4 – 324x229mm White envelopes	25 per box	22 boxes		
Flip Charts	1 unit	20 units		
Flip Chart Paper	10 sheets	10 packs		
Giant Stapler	1 unit	15 units		
White Boards	1 unit	15 units		
Bankers' boxes	8 per pack	200 packs		
Color Rubber Stamps	1 unit	22 units		
File Fasteners (80mm)	1 unit	22 units		
Endorsing Ink - Black 30ml	1 bottle	22 bottles		



Endorsing Ink – Red 30ml	1 bottle	22 bottles		
Year planner	1 unit	22 units		
350G – A4 Guillotine	1 unit	20 units		
Shredding Machine	1 unit	15 units		
Binding Machine (Automatic)	1 unit	15 units		
Cordless Mouse	1 unit	300 units		
White board erasers	1 unit	22 units		
Quotation Folders -Red	1 unit	22 units		
Quotation Folders – Green	1 unit	22 units		
Quotation Folders – Black	1 unit	22 units		
Quotation Folders -Yellow	1 unit	22 units		
Quotation Folders – Cobalt blue	1 unit	22 units		
Quotation Folders -Silver	1 unit	22 units		
Quotation Folders – Blue	1 unit	22 units		
Sub-total				R



SUMMARY PRICE SCHEDULE

Description	Total Price
Year 1	
Year 2	
Year 3	
Vat @ 15 %	
PRICE OFFER FOR 3 YEARS (Incl Vat)	
Year 4	
Year 5	
Vat @ 15%	
PRICE OFFER FOR OPTIONAL 2 YEARS (Incl Vat)	
ESTIMATED BID PRICE FOR 5 YEARS	

NOTE:

- Bidders are expected to quote according to the specifications on pages 9-12
- Bidders are required to provide a detailed fee structure in their company letterhead
- The quantities listed are estimated and are for benchmarking purposes. The quantities may increase or decrease based on the actual needs of ECPTA. The unit price for each year tendered shall remain fixed for the duration of the contract.
- Bidders must quote on the unit of measure provided, all pricing during evaluation will be evaluated on said above unit of measure.

THE UNDERSIGNED (NAME & SURNAME) CERTIFY
 THAT THE INFORMATION FURNISHED ABOVE IS CORRECT

.....
 Signature

.....
 Date

.....
 Name of Bidder

.....
 Position



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 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



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 consortium¹ 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,

¹ 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.



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 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
..... Position Name of bidder



**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

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

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

- 1.1 The following preference point systems are applicable to all bids:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- 1.2
- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the ...80/20... preference point system shall be applicable; or
 - b) The 80/20 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).
- 1.3 Points for this bid shall be awarded for:
- (a) Price; and
 - (b) B-BBEE Status Level of Contributor.
- 1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together



with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20



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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

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

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

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

6.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.



7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

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

(Tick applicable box)

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

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
-----------------------------------------------------------------------	-----------------	-----------------

- Black people
- Black people who are youth
- Black people who are women
- Black people with disabilities
- Black people living in rural or underdeveloped areas or townships
- Cooperative owned by black people
- Black people who are military veterans

OR

- Any EME
- Any QSE

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]



8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

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

[TICK APPLICABLE BOX]

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

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram*



- partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



JOINT VENTURE DISCLOSURE FORM

GENERAL

- i) All the information requested must be filled in the spaces provided. If additional space is required, additional sheets may be used and attached to the original documents.
- ii) A copy of the joint venture agreement must be attached to this form, in order to demonstrate the Affirmable, Joint Venture Partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details relating to:
 - a) the contributions of capital and equipment
 - b) work items to be performed by the Affirmable Joint Venture Partner's own forces
 - c) work items to be performed under the supervision of the Affirmable Joint Venture Partner.
- iii) Copies of all written agreements between partners concerning the contract must be attached to this form including those, which relate to ownership options and to restrictions/limits regarding ownership and control.
- iv) ABE partners must complete ABE Declaration Affidavits.
- v) The joint venture must be formalised. All pages of the joint venture agreement must be signed by all the parties concerned. A letter/ notice of intention to formalise a joint venture once the contract has been awarded will not be considered.
- vi) should any of the above not be complied with, the joint venture will be deemed null and void and will be considered non-responsive.

1. JOINT VENTURE PARTICULARS

- a) Name
- b) Postal address.....
.....
.....
.....
.....



c) Physical address.....
.....
.....

d) Telephone

e) Fax

2. IDENTITY OF EACH NON-AFFIRMABLE JOINT VENTURE PARTNER

2.1(a) Name of Firm

Postal Address.....

Physical Address

Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

2.2(a) Name of Firm

Postal Address.....

Physical Address

Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....
(Continue as required for further non-Affirmable Joint Venture Partners)

IDENTITY OF EACH AFFIRMABLE JOINT VENTURE PARTNER

3.1(a) Name of Firm

Postal Address.....

Physical Address



Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

3.2(a) Name of Firm

Postal Address.....

Physical Address

Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

3.3(a) Name of Firm

Postal Address.....

Physical Address

Telephone.....

Fax

Contact person for matters pertaining to Joint Venture Participation Goal requirements:

.....

1. BRIEF DESCRIPTION OF THE ROLES OF THE AFFIRMABLE JOINT VENTURE PARTNERS IN THE JOINT VENTURE

.....

.....

.....



5. OWNERSHIP OF THE JOINT VENTURE

a) Affirmable Joint Venture Partner ownership percentage(s)%

b) Non-Affirmable Joint Venture Partner ownership percentage(s)%

c) Affirmable Joint Venture Partner percentages in respect of: *

(i)

Profit and loss sharing

(ii)

Initial capital contribution in Rands

.....

.....

(*Brief descriptions and further particulars should be provided to clarify percentages).

(iii)

Anticipated on-going capital contributions in Rands

.....

.....

(iv) Contributions of equipment (specify types, quality, and quantities of equipment) to be provided by each partner.

.....

.....

.....

5. RECENT CONTRACTS EXECUTED BY PARTNERS IN THEIR OWN RIGHT AS PRIME CONTRACTORS OR AS PARTNERS IN OTHER JOINT VENTURES



	NON-AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

	AFFIRMABLE JOINT VENTURE PARTNERS	PARTNER NAME
a)		
b)		
c)		
d)		
e)		

7. CONTROL AND PARTICIPATION IN THE JOINT VENTURE

(Identify by name and firm those individuals who are, or will be, responsible for, and have authority to engage in the relevant management functions and policy and decision making, indicating any limitations in their authority e.g. co-signature requirements and Rand limits).

(a) Joint Venture cheque signing

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

(b) Authority to enter into contracts on behalf of the Joint Venture

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

(c) Signing, co-signing and/or collateralising of loans

.....
.....



-
- (d) Acquisition of lines of credit
 -
 -
 -
- (e) Acquisition of performance bonds
 -
 -
 -
- (f) Negotiating and signing labour agreements
 -
 -
 -

8. MANAGEMENT OF CONTRACT PERFORMANCE
 (Fill in the name and firm of the responsible person).

- (a) Supervision of field operations.....
- (b) Major purchasing.....
- (c) Estimating
- (d) Technical management

9. MANAGEMENT AND CONTROL OF JOINT VENTURE

- (a) Identify the “managing partner”, if any,
 -



.....

(b) What authority does each partner have to commit or obligate the other to financial institutions, insurance companies, suppliers, subcontractors and/or other parties participating in the execution of the contemplated works?

.....

(c) Describe the management structure for the Joint Venture's work under the contract

MANAGEMENT FUNCTION / DESIGNATION	NAME	PARTNER*

(Fill in "ex Affirmable Joint Venture Partner" or "ex non-Affirmable Joint Venture Partner".

10. PERSONNEL



(a) State the approximate number of operative personnel (by trade/function/discipline) needed to perform the Joint Venture work under the Contract.

TRADE/FUNCTION/ DISCIPLINE	NUMBER EX AFFIRMABLE JOINT VENTURE PARTNERS	NUMBER EX NON- AFFIRMABLE JOINT VENTURE PARTNERS

(Fill in “ex Affirmable Joint Venture Partner” or “ex non-Affirmable Joint Venture Partner”).

(b) Number of operative personnel to be employed on the Contract who are currently in the employ of partners.

(i) Number currently employed by Affirmable Joint Venture Partners

.....

(ii) Number currently employed by the Joint Venture

.....

(c) Number of operative personnel who are not currently in the employ of the respective partner and will be engaged on the project by the Joint Venture

.....

(d) Name of individual(s) who will be responsible for hiring Joint Venture employees

.....

.....



(e) Name of partner who will be responsible for the preparation of Joint Venture payrolls

.....
11. CONTROL AND STRUCTURE OF THE JOINT VENTURE

Briefly describe the manner in which the Joint Venture is structured and controlled.

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

The undersigned warrants that he/she is duly authorised to sign this Joint Venture Disclosure Form and affirms that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operations of the Joint Venture and the intended participation of each partner in the undertaking.

The undersigned further covenants and agrees to provide the Employer with complete and accurate information regarding actual Joint Venture work and the payment therefore, and any proposed changes in any provisions of the Joint Venture agreement, and to permit the audit and examination of the books, records and files of the Joint Venture, or those of each partner relevant to the Joint Venture, by duly authorised representatives of the Employer.

Signature

Duly authorized to sign on behalf of

Name

Address.....

Telephone.....

Date

Signature

Duly authorized to sign on behalf of

Name

Address.....



Telephone.....

Date.....

Signature

Duly authorized to sign on behalf of

Name

Address.....

Telephone.....

Date.....

Signature

Duly authorized to sign on behalf of

Name



JOINT VENTURE AGREEMENT

Bidders who tender as a Joint Venture must submit a Joint Venture Agreement here.



COMPANY DETAILS

The following company details schedule must be completed to ensure that the prerequisite requirements to bidding are met.

Registered Company Name	
Company Registration Number	
VAT Number	
Bank Name	
Branch Name	
Bank Account Number	
Professional Registration Details	
Professional Indemnity Details	



PROOF OF INSURANCE AND LIABILITY COVER

(NB) Please attach proof of insurance and liability cover to the next page.



ATTACH PROOF OF INSURANCE AND LIABILITY COVER HERE

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.

BID 16/FY/23

100



AUTHORITY TO SIGN BID DOCUMENTS

In the case of a bid being submitted on behalf of a company, close corporation or partnership, evidence must be submitted to ECPTA at the time of submission of the bid that the bid has been signed by persons properly authorized thereto by resolution of the directors or under the articles of the entity.

Please attach proof to the next page.



ATTACH RESOLUTION OF SIGNATORY

BID DOCUMENT – THE APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY, DELIVERY AND OFFLOADING OF STATIONERY FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER PERIOD OF TWO (2) YEARS.

BID 16/FY/23

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