

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 PERIOD OF TWO (2) YEARS FOR THE EASTERN CAPE PARKS AND TOURISM AGENCY ON AN "AS AND WHEN" REQUIRED BASIS

QUESTIONS AND ANSWERS

The following questions were received by THE EASTERN CAPE PARKS & TOURISM AGENCY and are responded to accordingly.

No	QUESTION	ECPTA RESPONSE
1	Page 44 :10 x100 per box? Does this mean in total a person would need to quote on 1000 Clips but obviously packed in specified packaging?	Yes, we require 1000 clips i.e., 10*100 per box
2	Bank Rating Letter: Must a bank rating letter be on a letterhead and certified as Banks no longer give out stamped letters?	Yes, the letter must be in the Banks letter head and certified.
3	Shredder How many people in PE region will be using the machine. How frequently Must the machine be Popi compliant (Confidential documents to be shred) How many pages at a time will be shred Will you shred archive documents?	+~10 people will be using the machine Monthly Yes, the machine must be POP1 compliant The machine must be able to shred 150 pages at a time No, we do not shred archived document.
4	Binding machine How many people will use the machine How many pages must be bind at a time How frequently	+~10 people will be using the machine The machine must be able to bind 200 pages at a time Daily

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 ECPTA will respond to requests for clarification (Questions & Answers) received up to Five (5) working days before the tender closing date. The last day for receiving and responding to clarification is the 29th of **November 2022**.



Siviwe Manxiwa
SCM Manager

Date 23/11/2022