REQUEST FOR QUOTATION (RFQ)

RFQ NO:1921742

DESCRIPTION:SUPPLY AND DELIVERY OF STATIONERY TO SAVP SANDRINGHAM CAMPUS

ISSUED BY:

SUPPLY CHAIN MANAGEMENT
NATIONAL HEALTH LABORATORY SERVICE
1 MODDERFONTEIN ROAD
SANDRINGHAM
2092

Quotation Queries:	**Technical Queries:**
CONTACT NAME: PROCUREMENT OFFICE	CONTACT NAME: PROCUREMENT OFFICE
E-MAIL ADDRESS: procurementcorporate@nhls.ac.za	E-MAIL ADDRESS: procurementcorporate@nhls.ac.za

NAME OF A BIDDER……

CLOSING DATE: 20 OCTOBER 2026 AT 11:00
QUOTATION VALIDITY PERIOD: 90 days
For hand-delivered submissions, bidders must submit a USB copy of their complete submission along with the hard copy.

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1 PART A Invitation to Bid (RFQ) SBD 1

PART A INVITATION

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE NATIONAL HEALTH LABORATORY SERVICE (NHLS)					
BID NUMBER:	**RFQ NO:1921742**	**CLOSING DATE:**	**20 OCTOBER 2026**	**CLOSING TIME:**	**11:00AM**
DESCRIPTION	**SUPPLY AND DELIVERY OF STATIONERY TO SAVP SANDRINGHAM CAMPUS**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
NHLS RECEPTION RFQ BOX NO.1 MODDERFONTEIN ROAD, SANDRINGHAM, JOHANNESBURG					

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**PROCUREMENT DEPARTMENT**	CONTACT PERSON	**PROCUREMENT DEPARTMENT**
TELEPHONE NUMBER	**011 386 6000**	TELEPHONE NUMBER	**011 386 6000**
E-MAIL ADDRESS	procurementcorporate@nhls.ac.za	E-MAIL ADDRESS	procurementcorporate@nhls.ac.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 No.					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		**O R**	CENTRAL SUPPLIER DATABASE No:	MAAA_____
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] ☐ Yes ☐ No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

TO QUOTE

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

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

2. TERMS AND CONDITIONS FOR BIDDING

1.	**BID SUBMISSION:**
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	**ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED– (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**
2.	**TAX COMPLIANCE REQUIREMENTS**
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER: ……

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……..……

(Proof of authority must be submitted e.g. company resolution)

DATE: ……..……

QUOTATION VALIDITY PERIOD

The quotation validity period is 90 days.

3. TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

a) This document may contain confidential information that is the property of the NHLS and the Client.

b) No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this RFQ, without prior written permission from NHLS and the Client.

c) All Copyright and Intellectual Property herein vests with NHLS and its Client.

d) Late and incomplete submissions will not be accepted.

e) SBD 7 (Form of offer) must be completed, and should the total RFQ prices differ, the one indicated on the price declaration shall be considered the correct price.

f)

g) Bidders are required to submit a valid Tax Clearance Certificate and Tax clearance verification PIN, Failure to submit the Tax Pin and valid Tax Clearance Certificate will result in the invalidation of this RFQ.

h) It is the responsibility of the bidder to ensure that NHLS is in possession of the bidder's valid Tax Clearance certificate. The onus is on the bidder to ensure that NHLS receives a valid Tax Certificate as soon as the validity of the said certificate expires.

i) A compulsory site meeting/briefing session will be conducted – **NOT APPLICABLE**

j) Respondents arriving after the allocated time of the briefing session and failing to attend the compulsory RFQ/Site briefing will be disqualified

k) No services must be rendered or goods delivered before an official NHLS Purchase Order form has been received.

l) This RFQ will be evaluated in terms of the 80/20 preference point system prescribed by the Preferential Procurement Regulations, 2022.

m) All questions regarding this RFQ must be forwarded to the procurementcorporate@nhls.ac.za 24 hours prior the RFQ closing date. The NHLS reserve the right to do due diligence on the quotations.

n) The NHLS reserves the right to benchmark prices quoted.

o) The General Conditions of Contract (GCC) issued by National Treasury are applicable.

p) I Quotation All-Inclusive

i. The Supplier shall allow in the quotation for all deliverables as stipulated in the scope, labour, material, consumables, accessories, software, supervision, overhead costs, profit, royalties, all taxes, levies, duties, variations in exchange rates (if applicable), disbursements and everything necessary for the execution and completion of the works in accordance with the quotation documents.

ii. Value Added Tax (VAT) shall be excluded from the rates and prices and provided for as the total VAT on the cost of the Works in the Summary of Schedule of Rates and Prices.

iii. The Supplier rates and prices shall be fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.

iv. The offer must be in ZAR currency.

v. The NHLS reserve the right to do due diligence on the quotations.

vi. The NHLS reserves the right to benchmark prices quoted.
vii. Quotes should be submitted on an official letterhead and duly signed.

Delays in the supplier's performance

i. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
ii. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration, and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
iii. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
iv. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.
v. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar Functionality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

1. ***Penalties***

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

FOR HAND DELIVERIES OF RESPONSES, PLEASE SUBMIT THE RFQ DOCUMENT TO NHLS RFQ BOX, NO:1 MODDERFONTEIN ROAD, SANDRINGHAM.

The Bidder accepts the above terms and conditions and the General Conditions of Contract on NHLS website as per hyperlink GCC Document or visit NHLS website https://www.nhls.ac.za/supply-chain/, click on supply chain management tab then select General Conditions of Contract	**Accept**	**Do not accept**

4. TERMS OF REFERENCE

FORM OF QUOTATION SUPPLIER NAME: _____

RFQ NO:1921742 - SUPPLY AND DELIVERY OF STATIONERY TO SAVP SANDRINGHAM CAMPUS

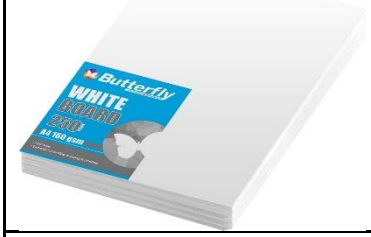
4.1 SPECIFICATION

Description	Production	Small animal unit	Stables
Black pens superb ballpoint. 	15 Per pack	N/A	
STABILO Boss Pastel Highlighters - Wallet 6 or Equivalent 	6 Per pack	1	
Sticky notes • Multiple colours • Size: 76 mm x 76mm • 50 sheets or more per pack 	10Per pack	5	5
Scissors small 	10 each	N/A	

Scissors large  	17 each	5	2
Staples size 56 1000 staples per box or Equivalent 	35 1000 staples per b	10	10
Plastic sleeves A4 pack of 100 	5 Per pack	2	1
Prestik or Equivalent 	5 each	5	2
Pritt or Equivalent 	10 each	5	2

Sellotape med clear 48mmx50m or Equivalent 	5 each	5	
Sellotape large clear or Equivalent 	5 each	2	
Brown Adhesive BOPP Tape 48mm*100m*45u or Equivalent 		10	
File divider Jan - Dec 	10 each		
File divider 1-30 	10 each		

File divider 1-12 	10 each		
Double sided tape 	5 each	10	
AA batteries 12 pack or Equivalent	5 Per pack	2	
AAA batteries 12 pack or Equivalent 	5 Per pack	3	3
Fasteners 	5 Per pack		
PVC Binding Covers A4 clear 180 micron (100 sheets) Can be used with comb binders	10 Per pack	2	2

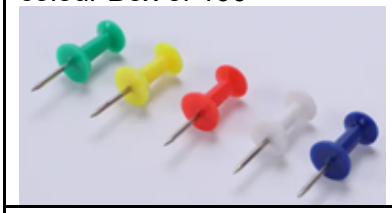
			
Binding cover white (100) 	10 Per pack	2	
Comb binder 10 mm 	1 Per box		
Comb binder 12 mm Binding up to 90 pages 	1Per box	20	2
Scientific calculator or Equivalent 	3 each	5	
Clipboard A4 	3 each	5	

Files 70 mm blue 	2 boxes	5 files	
Files 70 mm black 	3 boxes	5 files	
Artline marker EK-70 Bullet Tip Permanent Marker or Equivalent	10 Per box	10	10
White board marker blue	5 each	5	
PVC carry folder A4 	10 each		
Pen holder 	8 each		
PVC carry folder A4 3-Tier Paper trays	8 Each	3	4

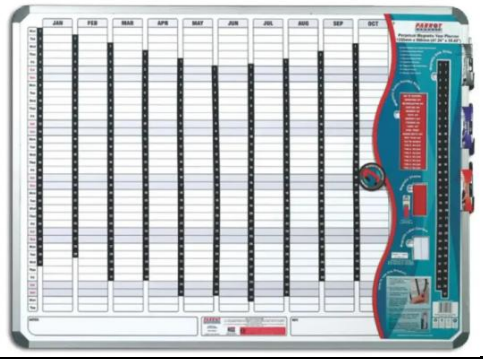
			
Brother label printer PT-D610BT or Equivalent 	1 Each	1	
Brother label printer tapes or Equivalent 	1 box	1	
Magnetic Whiteboard Duster/ Eraser or Equivalent 	1	3	
Acrylic Paper HolderSize: L4.34” x W 1.7” x H6.5”Thickness: 4mmMaterial: AcrylicColour: WhiteShape: Square Wall mount Type 		20	10
Binding Machine, Coil Binding Machine Starter Kit, Comb Clip Punching Machine A4, A5 Binding Machine		1	1

Spiral Binding Machine 21-Holes Comb Binding Spines Comb Binding Machine for Office 			
Artline EK-700 Fine Bullet Tip Temporary Marker – Multi colour (Pack of 10) or Equivalent 		1	
Bic orange fine pen Box of 20 or Equivalent 		5 boxes	
Pastels Board, 160gsm, A4, 20 Sheets or Equivalent 		2	2
White Board160gsm, A4 sheets Pack of 50 sheets		2	2

			
HP Laserjet Toner Cartridge Original 80A CF280A Toner Cartridge Use for 400m401/400m425 or Equivalent 			
Bulldog clips_Size: 22 mm Simple and effective 			10
Wire Mesh 3Tier Letter Tray DLD01 Black and silver 			3
Noted! Round Transparent StickyNotes200 sheets			2

			
Typek A4 copies paper 80gsm-5 Reams box or Equivalent 		30	30
28mm Assorted Plastic Coated Paper Clips Box 100 	5		5
Colour Push Pins and Stationery Pins Multi colour Box of 100 	3	2	2
Ruler 30cm 	10	20	
Laminating Pouch A4 150 Micron Pack of 100	3	3	

			
Laminating Pouch A3 150 Micron Pack of 100 		1	
Rexel Style A3 Laminator Dimensions (W x H x D mm)370 x 80 x 90 or Equivalent 		1	1
DQUIP Multiplug 8 Way H05vv-f Surge White or Equivalent 		3	
DQUIP Adapter Schuko Continental or Equivalent		2	

			
6 Paper drawers fillling 	4		
Parrot Planner Magnetic Yearly 1200mmx900mm BD5140 or Equivalent 		1	

4.2 PRICING SCHEDULE:

No.	Description	UOM	Quantity	Unit Price Exc Vat	Total Price Excl. Vat)	Total Price Incl. Vat)
1	Black Pens	Pack	15	R	R	R
2	Stabilo pens super ballpoints or Equivalent	Pack	6	R	R	R
3	Sticky notes	Pack	10	R	R	R
4	Scissors small	each	10	R	R	R
5	Scissors Large	Set	17	R	R	R
6	Staples size 56 1000 per box	box	35	R	R	R

7	Plastic sleeves 56 1000 staples	box	15	R	R	R
8	Prestik or Equivalent	Each	12	R	R	R
9	Pritt Glue Stick 22g- 43 g or Equivalent	each	17	R	R	R
10	Sellotape med clear 48mm x 50m or Equivalent	Each	10	R	R	R
11	Sellotape larger clear or Equivalet	each	7	R	R	R
12	Brown adhesive BOPP Tape 48mm 100m 45u or Equivalent	each	10	R	R	R
13	File divider Jan -Dec	box	10	R	R	R
14	File divider 1-30	Box	10	R	R	R
15	File divider 1-12	box	10	R	R	R
16	Double sided tape	each	15	R	R	R
17	AA batteries	Pack of 12	7	R	R	R
18	AAA batteries	Pack of 12	11	R	R	R
19	Fasteners	Pack	5	R	R	R
20	PVC Binding Covers A4 clear 180 micron (100 sheets) Can be used with comb bunders	Pack of 10	14	R	R	R
21	Binding cover white (100)	Pack of 10	10	R	R	R
22	Comb binder 10mm	Box of 1	1	R	R	R
23	Comb binder 12mm Binding up t0 90 pages	Box	23	R	R	R
24	Scientific Calculator or Equivalent	Each	8	R	R	R
25	Clipboard A4	each	8	R	R	R
26	Files 70mm blue	Box	7	R	R	R
27	Files 70mm black	Box	8	R	R	R
28	Artline marker EK-70 Bullet Tip Permanent or Equivalent	Box	30	R	R	R
29	White Board marker	Each	10	R	R	R
30	PVC carry folder A4	Each	10	R	R	R
31	Pen holder	each	8	R	R	R
32	PVC Carry folder A4 - 3-tier Paper trays	Each	15	R	R	R
33	Brother label printer PT-D610BT or Equivalent	Each	2	R	R	R
34	Brother label printer tapes or	box	2	R	R	R

	Equivalent					
35	Magnetic Whiteboard Duster/Eraser	Each	4	R	R	R
36	Acrylic Paper Holder size: L4.34" x W 1.7 x H6" Thickness 4mm Material: Acrylic Colour: White Shape: Square Wall Mount Type	Pack of 10	30	R	R	R
37	Bic orange fine pen	Box of 20	5	R	R	R
38	A4, A5 Binding machine spiral binding machine 21 holes	each	1	R	R	R
39	White board 160gsm, A4 sheets	Each	4	R	R	R
40	Original 80A cf280A toner cartridge	Each	1	R	R	R
41	Bulldog clips size: 22 mm simple and effective	Each	1	R	R	R
42	Wire Mesh 3 tier letter tray DLD01 black and silver	Each	3	R	R	R
43	Noted round transparent sticky notes	Each	2	R	R	R
44	Typek A4 copies paper 80gsm-5 reams box or Equivalent	Per box	60	R	R	R
45	28MM Assorted Plastic Coated paper clips box 100	Boxes	10	R	R	R
46	Colour push pins multi colour box 100	Box	7	R	R	R
47	Laminating pouch A4 150 micron pack of 100	pack	6	R	R	R
48	Laminating pouch A3 150 micron pack of 100	pack	1	R	R	R
49	Rexel style A3 Laminator machine W x HxDmm) 370x80x90 or Equivalent	Each	1	R	R	R
50	DQUIP Multiplug 8 way H05vv-f surge white or Equivalent	Each	3	R	R	R
51	DQUIP adapter schuko continental or Equivalent	each	2	R	R	R
52	6 paper drawers filling	each	4	R	R	R
53	parrot planner magnetic yearly 1200mmx900mm BD5140 or Equivalent	each	1	R	R	R
54	Ruler 30cm	Pkt	30	R	R	R

DELIVERY	**R**	**R**	**R**
SUBTOTAL	**R**	**R**	**R**
VAT AT 15%	**R**	**R**	**R**
TOTAL INCLUSIVE OF VAT	**R**	**R**	**R**

Pricing should be submitted as per Annexure A (Pricing Schedule).
PRICING SCHEDULE: ANNEXURE A
Please attach your quote on your company letterhead
The following costs should be specified and will be included in this bid:

Notes:

- All traveling and delivery expenses must be included in the pricing schedule.
- Bidder must quote for all the line items and columns. Failure to do so will result in your bid being non-responsive.
- Pricing
- Quotation prices must be in ZAR Currency (Rand).
- Bid prices must be inclusive of VAT.
- No Escalation will be considered.
- The tender/ RFQ will be awarded to more than one (1) bidder

PLEASE INDICATE THE DELIVERY PERIOD: _____

STAGE 4: Price and Specific Goals Criteria

Bid will be evaluated on the basis of the PPPFA 80/20-point system as presented in the Preferential Procurement Regulations 2022, for this purpose SBD 6.1 form should be scrutinized, completed and submitted together with your quotation. The 80/20-point system will be as follows:

Price Assessment	**80 Points**
Specific Goals	**20 Points**

5. THE EVALUATION PROCESS

The RFQ will be evaluated by the Cross Functional Evaluation Team (CFET) and the successful service provider will be selected based on a two-phased approach (2-Stages)

Stage 1: Administrative Compliance:

All incomplete submissions and respondents who do not meet the administration compliance at quotation submission will be eliminated from further evaluation.

Stage 2: Price and Specific Goals

The final evaluation phase will be based on **Price and Specific Goals**.

a) Determination of Percentage for Price – 80 points,
b) Determination of level for Specific Goals – 20 points.

5.1 STAGE 1: ADMINISTRATIVE COMPLIANCE

- Administrative compliance/responsiveness will be tested based on returnable documents submitted and signatures on the Bid documents.
- At this stage, it must be determined what documents are required to be returned by Bidders. Returnable documents are categorized as follows:

a) Administrative Returnable Documents (to be returned by Bidders)

(NOTE: Failure to provide the below listed documents *WILL* lead to disqualification)

1. The Service Providers to have to agree with all NHLS General Conditions of Bid, RFQ and Conditions of Contract (GCC).	**Comply**	**Do Not Comply**
Substantiation: The bidder must submit and attach to the bid response the signed and accepted NHLS General Conditions of Bid, RFP and Conditions of Contract (GCC).		

2. Fully completed and signed Declaration of Interest SBD 4	**Comply**	**Do Not Comply**
Substantiation: The bidder must submit and attach to the bid response the signed Declaration of Interest SBD 4		

3. Fully completed and signed RFQ document.	**Comply**	**Do Not Comply**
Substantiation: The bidder must submit and attach to the bid response the fully completed and signed RFQ document.		

4. Bidder *must* complete the pricing Schedule (Pages 7 and 8).	**Comply**	**Do Not Comply**
Substantiation: The bidder must submit and attach to the bid response fully completed pricing Schedule (Pages 7 & 9).		

5. TAX Clearance Certificate or TAX verification Pin or TAX Compliance Status Letter	**Comply**	**Do Not Comply**
Substantiation: The bidder must submit and attach to the bid response a valid TAX Clearance Certificate and/or TAX verification Pin and/or TAX Compliance Status Letter issued by the South African Revenue Services (SARS).		

6. **The bidder must provide the CSD** (Central Supplier Database) **Registration number (MAAA number) / Attach the CSD Summary Report**	**Comply**	**Do Not Comply**
Substantiation: The bidder must provide the CSD or and attach to the bid response a CSD Registration Report.		

b) Essential Returnable Documents (to be returned by Bidders) Not a disqualification factor

1. B-BBEE Certificate and/or Affidavit. Fully completed and signed preferential points claim form SBD 6.1.	**Comply**	**Do Not Comply**
Substantiation: The bidder must submit and attach to the bid response a copy of B-BBEE Certificate issued by an authorised body or person, or a sworn Affidavit prescribed by the B-BBEE Codes of Good Practice.		

FORM OF OFFER (SBD 7)

Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of: **RFQ NO: 1921742 - SUPPLY AND DELIVERY OF STATIONERY TO SAVP SANDRINGHAM CAMPUS**

The tenderer, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:

Rand. . . . .

. . . . (in words);

WR . . . . (in figures)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the tenderer before the end of the period of validity stated in the submission data, whereupon the tenderer becomes the party named as the contractor in the conditions of contract identified in the contract data.

Signature(s) . . . . . .

Name(s) . . . . . .

Capacity . . . . . .

for the tenderer

(Name and . . . . . .

address of organization/) . . . . . .

. . .

. . . . . .

Name and signature of witness . . . . . Date . . . . . .

6. SCHEDULE OF WORK CARRIED OUT BY THE BIDDER

The bidder must indicate in the spaces provided below a complete list of similar contracts awarded over the last five (5) years, including the current contract (if any). This information shall be deemed to be material to the award of this bid.

Company Name	**Nature of work**	**Value of the work**	**Contact person & contact number**	**Duration of the project (Start and end date)**

Signature of person authorized to sign the bid:_____

Date: _____DECLARATION OF INTEREST

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	**Identity Number**	**Name of organ of state**

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

2.3.1 If so, furnish particulars:

……
……

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification**.**

3 GENERAL DECLARATION

I, ……....., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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

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

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

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

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

…… ……
Signature Date

…… ……...
Designation Name of bidder

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

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

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

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
(a) Price; and
(b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

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

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party

that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

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

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

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

Where

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

4. POINTS AWARDED FOR SPECIFIC GOALS

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

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

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

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point

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

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

No.	The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1.	51% Owned by black people	4	
2.	51% Owned by Black people who are women	4	
3.	51% owned by Black people with disabilities	2	
4.	51% Owned by Black people who are youth	4	
5.	51% Owned by black people living in rural areas or underdeveloped areas or townships	2	
6.	Exempted Micro Enterprise (EME) and/or qualifying small enterprise (QSE)	4	
		Total	

Table 2: The following verification documents must be submitted with the Request for quotation or tender document in order to be awarded points for specific goals:

No	The specific goals allocated points in terms of this tender	Means of verification
1.	51% Owned by black people	Valid BBBEE Certificate issued by SANAS accredited verification agency or DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath
2.	51% Owned by Black people who are women	
3.	51% owned by Black people with disabilities	
4.	51% Owned by Black people who are youth	
5.	51% Owned by black people living in rural areas or underdeveloped areas or townships	Valid lease agreement or municipal statement **or** letter from councillor or letter from traditional council confirming address of the owner of the company **and** a Valid BBBEE Certificate issued by SANAS accredited verification agency **or** DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises **or** Affidavit sworn under oath
6.	Exempted Micro Enterprise (EME) and/or qualifying small enterprise (QSE)	Valid BBBEE Certificate issued by SANAS accredited verification agency **or** DTI /CIPC BBBEE Certificate for Exempted Micro Enterprises or Affidavit sworn under oath

JOINT VENTURE, CONSORTIUM:

For Joint Venture or Consortiums agreement must show percentages of ownership and work to be completed by each party. This agreement must form part of the tender submission.
To determine the Joint Venture or Consortium score for specific goals, NHLS will evaluate at the consolidated B-BBEE certificate issued by a SANAS accredited verification agency and Joint Venture or Consortiums agreement

to determine the proportional points for specific goals that will be awarded to the tenderer for black people living in rural areas or underdeveloped areas or townships and Exempted Micro Enterprise (EME) and/or qualifying small enterprise (QSE).
Example, If there are two parties in a Joint Venture with a 50:50 ownership of the Joint Venture.
In a Joint Venture where one party is living within the township and one is living in the suburbs, if one of the specific goals is ownership by black people living in rural areas or underdeveloped areas or township with a total point of 2, the Joint Venture will only be entitled the proportional points of 1 point.

Table 3: The following are the requirements for a valid Sworn Affidavit in terms of the BBBEE Sector Codes of Good Practise:
Abbreviations
BEP = Built Environment Professional

Affidavit Prescribed Formats	Category	Financial Threshold
General Enterprises		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million
Sector Specific Enterprises		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million
Construction Sector Code		
	BEP	Less than R1.8 million
	Contractor	Less than R3 million
	Supplier	Less than R3 million
Financial Sector Code		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million
Information Communication Technology Sector Code (ICT)		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million
Marketing, Advertising & Communication Sector Code (MAC)		
> Public Relations	QSE	Between R5 million and R10 million
> Marketing, Advertising & Communications	EME	Less than R5 million
Property Sector Code		
> Service-based	QSE	Between R5 million and R10 million
	EME	Less than R5 million
> Agency-based	QSE	Between R2.5 million and R35 million
> Asset-based	EME	Less than R2.5 million
	QSE	Between R80 million and R400 million
Tourism Sector Code		
	QSE	Between R5 million and R45 million
	EME	Less than R5 million
Specialised Enterprises		
	QSE	Between R10 million and R50 million
	EME	Less than R10 million

Note 1: A sworn affidavit received from a tenderer that does not meet the above requirement will not be considered for the allocation of points for specific goals.

Requirements for a valid B-BBEE Certificate and are as follows:

a) A valid copy of a B-BBEE certificate must be issued by a SANAS B-BBEE agency and the expiry date of

the certificate must be after the closing date of the request for quotation or tender to be deemed valid.

b) The B-BBBEE certificate contents must contain accurate information about the company.

Requirements for a valid sworn affidavit are as follows:

a) Valid Sworn Affidavits must comply with the requirements outlined in the Justices of the Peace and Commissioners of Oaths Act, no 16 of 1963 and its Regulations promulgated in Government Notice GNR 1258 of 21 July 1972 Justices of the Peace and Commissioners of Oaths Act, No. 16 of 1963. i.e.
   (i) The deponent shall sign the declaration in the presence of the commissioner of oaths (COA).
   (ii) Below the deponent's signature the COA shall certify that the deponent has acknowledged that he knows and understands the contents of the declaration and the COA shall state the manner, place, and date of taking the declaration.
   (iii) The COA shall sign the declaration and print his full name and business address below his signature; and state his designation and the area for which he holds his appointment, or the office held by him if he holds his appointment ex officio.
   (iv) the expiry date of the sworn affidavit must be after the closing date of the request for quotation or tender to be deemed valid.

Note 2: A tenderer failing to submit valid proof of specific goals claimed as per indicated above bidders will **not** be disqualified but will be allocated **zero points** for specific goals and will be allocated points for pricing.

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…….
4.4. Company registration number: ……...
4.5. TYPE OF COMPANY/ FIRM

□ Partnership/Joint Venture / Consortium
□ One-person business/sole propriety
□ Close corporation
□ Public Company
□ Personal Liability Company
□ (Pty) Limited
□ Non-Profit Company
□ State Owned Company

[Tick applicable box]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;
ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

   (a) disqualify the person from the tendering process;
   (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
   (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
   (d) recommend that the tenderer or contractor, its shareholders and directors, or only

the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

(e) forward the matter for criminal prosecution, if deemed necessary.

	…… **SIGNATURE(S) OF TENDERER(S)**
SURNAME AND NAME: **DATE:**	……. ……
ADDRESS:	…… …… …… ……