



public works  
& infrastructure

---

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTH AFRICA**

National Department of Public Works & Infrastructure

Eben Donges Building, Hancock Street, North End

Port Elizabeth, 6056 or Private Bag x 3913, North End

Port Elizabeth, 6056

### **INVITATION TO QUOTE\***

**SERVICES: PORT ELIZABETH: NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: QUOTATION FOR THE PROCUREMENT OF A4 PHOTOCOPY PAPER WHITE AS PER SPESIFICATION**

QUOTATION NUMBER: PE107A2397/2023

ADVERT DATE: 07/06/2023

EXTENTION DATE: 16/06/2023

CLOSING TIME: 11:00

QUOTATIONS DOCUMENTS MAY BE E-MAIL TO:

Ms. Johanna Heilbron: 041- 408 2146: [johanna.heilbron@dpw.gov.za](mailto:johanna.heilbron@dpw.gov.za) or

Mr. Tsepo Ngalo @401- 408 2142 [tsepo.ngalo@dpw.gov.za](mailto:tsepo.ngalo@dpw.gov.za)

**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF PUBLIC WORKS						
BID NUMBER:	PE107A2397/2023	CLOSING DATE:	16/06/2023	CLOSING TIME:	11H:00	
DESCRIPTION	A4 PHOTOCOPY PAPER WHITE 420 BOXES (2100 REAMS )					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT						
Public Works And Infrastructure Ebedonges Building Hancock And Robert Streets North – End 6056						
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:			
DEPARTMENT/ PUBLIC ENTITY	Public Works And Infrastructure		CONTACT PERSON	Mr. Tsepo Ngalo		
TELEPHONE NUMBER	041- 408 2146		TELEPHONE NUMBER	041- 408 2142		
FACSIMILE NUMBER	086 272 4559		FACSIMILE NUMBER	n/a		
E-MAIL ADDRESS	Johanna.heilbron@dpw.gov.za		E-MAIL ADDRESS	Tsepo.ngalo@pdw.gov.za		
SUPPLIER INFORMATION						
NAME OF BIDDER						
POSTAL ADDRESS						
STREET ADDRESS						
TELEPHONE NUMBER	CODE		NUMBER			
CELL PHONE NUMBER						
FACSIMILE NUMBER	CODE		NUMBER			
E-MAIL ADDRESS						
VAT REGISTRATION NUMBER						
SUPPLIER COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	MAAA.....	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS						
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/>	YES <input type="checkbox"/>	NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/>	YES <input type="checkbox"/>	NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/>	YES <input type="checkbox"/>	NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

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**

<b>1. BID SUBMISSION:</b>
<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>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<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>
<p><b>TOTAL FOR BID PRICE</b></p> <p>.....</p> <p>.....</p> <p>.....Rand (in words)</p> <p>R ..... (in figures)</p> <p><b>NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.</b></p> <p>Company/ Bidder's Name: .....</p> <p>Name &amp; Surname of Signatory: Name ..... Surname .....</p> <p>Signature of Bidder's Authorised Representative: .....</p> <p>Capacity of Bidder's Authorised Representative: ..... (Director, Owner, authorised representative etc.)</p> <p>Date: .....</p>

## PA-03 (GS): NOTICE AND INVITATION FOR QUOTATION

### THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR THE PROVISION OF THE BELOW GOODS AND SERVICES

Quotation description:	A4 PHOTOCOPY PAPER WHITE 240 BOXES (2100 REAMS)		
Quote no:	PE107A2397/2023	Closing date:	16/06/2023
Closing time:	11H:00	Validity period:	30 Calendar days

#### 1. RESPONSIVENESS CRITERIA

1.1. Indicate substantive responsiveness criteria applicable for this quotation. Failure to comply with the criteria stated hereunder **shall** result in the quotation offer being disqualified from further consideration:

1	<input checked="" type="checkbox"/>	Only those quotations who satisfy the eligibility criteria stated in the quotation document may submit the quotation.
2	<input checked="" type="checkbox"/>	Quotation offer must be properly received on quotation closing date and time specified on the invitation, fully completed and signed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink.
3	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
4	<input checked="" type="checkbox"/>	Submission of PA-32: Invitation to Bid
5	<input type="checkbox"/>	Submission of record of attending compulsory briefing session. <b><i>insert motivation why the tender clarification meeting is declared compulsory</i></b>
6	<input type="checkbox"/>	<b><i>Registration on Central Supplier Database (CSD)</i></b>
8	<input type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
9	<input type="checkbox"/>	<b><i>Specify other responsiveness criteria</i></b>
10	<input type="checkbox"/>	<b><i>Specify other responsiveness criteria</i></b>
11	<input type="checkbox"/>	<b><i>Specify other responsiveness criteria</i></b>

1.2. Indicate administrative requirements applicable for this quotation. Suppliers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within three (3) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
3	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
4	<input checked="" type="checkbox"/>	<b><i>Submission of (PA-10): General Condition of Contract.</i></b>
6	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
7	<input type="checkbox"/>	<b><i>Specify other responsiveness criteria</i></b>

Notice and Invitation for Quotation: PA-03 (GS)

8	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
---	--------------------------	--

**2. Points scoring system applicable for this bid:**

<input checked="" type="checkbox"/> 80/20 points scoring system
---

Indicate the Price weighting applicable to this bid:

	Weighting percentage (must add up to 100)
<b>Price:</b>	<b>80</b>
<b>Preference points scoring system</b>	<b>20</b>
<b>Total:</b>	<b>100</b>

**3. Method to be used to calculate points for specific goals**

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
<b><u>For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.</u></b>			
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	ID Copy. or SANAS Accredited BBBEE Certificate/ Sworn Affidavit. or CSD Report. or CIPC (Company registration)
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	Office Municipal Rates Statement. or Permission to occupy from local chief in case of rural areas (PTO). or Lease Agreement
3.	An EME or QSE which is at least 51% owned by women	4	ID Copy or CSD Report or CIPC (Company Registrations)
4.	An EME or QSE which is at least 51% owned by people with disability (Mandatory)	2	Medical Certificate or South African Social Security Agency (SASSA) Registration or National Council for Persons with Physical Disability in South Africa registration (NCPDPSA) or CIPC (Company Registration) or CSD Report

Notice and Invitation for Quotation: PA-03 (GS)

5.	An EME or QSE which is at least 51% owned by youth (Mandatory)	2	ID Copy or CSD Report Or CIPC
----	--	---	---

**4. COLLECTION OF QUOTATION DOCUMENTS:**

All quotations must be completed on the official forms provided with this invitation and completed in ink, preferably black. Completed forms must be delivered to the Department of Public Works and Infrastructure at the following address or email below.

This quotation is subject to the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract. Attached Terms and Conditions should be signed and submitted with the official documents.

The taxes of the successful service provider must be in order, or satisfactory arrangements must be made with the Receiver of Revenue to meet the bidder's tax obligations.

- Quotation documents may be collected during working hours on *insert date* at the following address *insert physical address insert postal code*.
- A *select* pre-bid meeting with representatives of the Department of Public Works and Infrastructure will take place at *insert address* on *dd/mm/yyyy* starting at *insert time*.

**5. ENQUIRIES RELATED TO QUATATION DOCUMENTS MAY BE ADDRESSED TO:**

DPW Project Leader:	Ms. Johanna Heilbron	Telephone no:	041- 408 2146
Cell no:	079 819 4951	Fax no:	086 272 4559
E-mail:	johanna.heilbron@dpw.gov.za		

**6. DEPOSIT / RETURN OF BID DOCUMENTS:**

The closing time for receipt of quotation is **11h:00** on **16/06/2023**.

Telegraphic, telephonic, telex, facsimile, electronic and / or late bids will not be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of bids are stated in the bid advertisement.

All bids must be submitted on the official forms – (not to be re-typed)

<p><b>QUOTATION DOCUMENTS MAY BE DROPPED AT:</b></p> <p><i>Department Of Public Works &amp; Infrastructure Ebendonges Building Hancock And Roberts Street North End</i></p> <p>OR</p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO :</b> <i>Department Of Public Works &amp; Infrastructure Private Bag x3913</i></p>	OR	<p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p><i>johanna.heilbron@dpw.gov.za</i></p>
---	----	---

