



public works  
& infrastructure

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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

**QUOTATION DOCUMENT**

**REQUEST FOR A QUOTATION**

PORT ELIZABETH: NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE:  
QUOTATION FOR STATIONERY AS PER ATTACHED SPECIFICATION.

QUOTATION NUMBER: PE123A/2023

ADVERT DATE: 27/10/2023

CLOSING DATE: 02/11/2023

CLOSING TIME: 11H: 00

Documents can be email to: [johanna.heilbron@dpw.gov.za](mailto:johanna.heilbron@dpw.gov.za) or [Tsepo.ngalo@dpw.gov.za](mailto:Tsepo.ngalo@dpw.gov.za)  
before or at 11:00

QUOTATIONS CONTACT DEALS: Ms. Johanna Heilbron@041- 408 2146 or

Mr. Tsepo Ngalo at 041- 408 2142



# public works & infrastructure

Department:  
Public Works and Infrastructure  
**REPUBLIC OF SOUTHAFRICA**

## BID DOCUMENT

PROJECT DESCRIPTION: STATIONERY

**BID NO:** PE123A/2023  
**Closing Date:** 01 November 2023  
**Closing Time:** 11:00am  
**Bid Briefing Meeting Date:** N/A  
**Bid Briefing Meeting time:** N/A

**Tenderers CSD No:** .....

**Name of the Tenderer:** .....

**Bid Box Address**  
Department of Public Works & Infrastructure  
Eben Donges Building  
Corner Robert & Hancock Street  
Gqeberha  
6001

<b>SCM SPECIFIC ENQUIRIES:</b> Enquires: <b>SCM Official</b> Tel No: <b>041 408 2023</b> during office hours Cell No: <b>None</b> Email Address: <a href="mailto:Johanna.heilbron@dpw.gov.za">Johanna.heilbron@dpw.gov.za</a>	<b>TECHNICAL / PROJECT SPECIFIC ENQUIRIES</b> Enquires: <b>Works Manager</b> Tel No: <b>041 408 2076</b> during office hours Cell No: <b>Project Leader Cell Number</b> Email Address: <a href="mailto:Peter.Blouw@dpw.gov.za">Peter.Blouw@dpw.gov.za</a>
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**SUMMARY OF BID INFORMATION**

<b>Bid Number</b>	PE123A/2023	
<b>Bid/ Project Description</b>	STATIONERY	
<b>Bid Closing date &amp; Time</b>	Wednesday, 01 November 2023	Closing Time: 11:00am
<b>Bid Briefing Date &amp; Time (If applicable)</b>	<i>Date of Bid Briefing (if any)</i> N/A	<i>Time of Bid Briefing (if any)</i> N/A
<b>Venue</b>	DPWI-EBEN DONGES BLD	
<b>SCM SPECIFIC ENQUIRIES:</b>	<b>SCM Official</b>	<a href="mailto:Johanna.heilbron@dpw.gov.za">Johanna.heilbron@dpw.gov.za</a>
	041 408 2023	None
<b>TECHNICAL / PROJECT SPECIFIC ENQUIRIES</b>	<b>Works Manager</b>	<a href="mailto:Peter.Blouw@dpw.gov.za">Peter.Blouw@dpw.gov.za</a>
	041 408 2076	N/A
<b>Bid Validity Period</b>	84 calendar days	
<b>Bid Document Price</b>	Free of Charge	
<b>Procurement Plan Reference Number</b>	PE123A/2023	
<b>Indicate for which Specific area will points be allocated (e.g. Local Municipality; District Municipality, Metro or Eastern Cape Province)</b>	Eastern Cape	

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

## 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:	STATIONERY		
Quote no:	PE123A/2023	Closing date:	02/11/2023
Closing time:	11h:00	Validity period:	84 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 virtual bid clarification / site inspection meeting. <b><i>insert motivation why the tender clarification meeting is declared compulsory</i></b>
6	<input checked="" type="checkbox"/>	<b><i>Registration on Central Supplier Database (CSD)</i></b>
7	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
8	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
9	<input checked="" type="checkbox"/>	<b><i>The successful bidder will be contracted with an official purchase order.</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 40): Declaration of Designated Groups for Preferential Procurement.
4	<input checked="" type="checkbox"/>	<i>Submission of (PA-10): General Condition of Contract.</i>
5	<input type="checkbox"/>	<b><i>Submission of (PA – 36 and Annexure/s C): Declaration Certificate for Local Production and Content for designated sectors.</i></b>
6	<input checked="" type="checkbox"/>	<b><i>Special Conditions To Bid will apply</i></b>
7	<input type="checkbox"/>	
8	<input type="checkbox"/>	

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

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

<input checked="" type="checkbox"/> 80/20 points scoring system
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Indicate the Price weighting applicable to this bid:

	<b>Weighting percentage (must add up to 100 %)</b>
<b>Price:</b>	<b>100% of 80 points</b>
<b>Total:</b>	<b>100%</b>

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

<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>	
	<p><b>1. An EME or QSE which is at least 51% owned by black people (Mandatory) <span style="float: right;">10 Points</span></b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• ID Copy</li> <li>• SANAS Accredited BBBEE Certificate or sworn affidavit where applicable</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
<input type="checkbox"/>	<p><b>2. An EME or QSE which is at least 51% owned by women (Mandatory) <span style="float: right;">4 Points</span></b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
	<p><b>3. An EME or QSE which is at least 51% owned by people with disabilities(Mandatory) 2Points</b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• ID Copy</li> <li>• Medical Certificate</li> </ul>

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

	<ul style="list-style-type: none"> <li>• South African Social Security Agency (SASSA) registration</li> <li>• National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> </ul>
	<p><b>4. An EME or QSE which is at least 51% owned by youth (Mandatory) <span style="float: right;">2 Points</span></b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• ID Copy</li> <li>• CSD Report</li> <li>• CIPC (company registration)</li> </ul>
	<p><b>5. Located in a specific Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory) <span style="float: right;">2 Points</span></b></p> <p><u>Documentation to be submitted by bidders to validate their claim for points</u></p> <ul style="list-style-type: none"> <li>• Office Municipal Rates Statement</li> <li>• Permission To Occupy from local chief in case of rural areas (PTO)</li> <li>• Lease Agreement</li> </ul>

**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 QUOTATION DOCUMENTS MAY BE ADDRESSED TO:**

<b>DPW Project Leader:</b>	Peter Blouw	<b>Telephone no:</b>	041-408 2076
<b>Cell no:</b>	n/a	<b>Fax no:</b>	n/a
<b>E-mail:</b>	peter.blouw@dpw.gov.za		

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

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

The closing time for receipt of quotation is **11h:00 on 01/11/2023**.

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 Ebondonges Building Hancock And Roberts Street North- End</i></p> <p><b>OR</b></p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO :</b> <i>Department Of Public Works &amp; Infrastructure Private Bag x3913</i></p>	<p>OR</p>	<p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p><i>johanna.heilbron@dpw.gov.za tsepo.ngalo@dpw.gov.za</i></p>
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**PA-04 (GS): NOTICE AND INVITATION TO BID**

**THE DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE INVITES BIDDERS FOR:**

<b>Project title:</b>	<b>STATIONERY</b>		
<b>Bid no:</b>	<b>PE123A/2023</b>	<b>Procurement Plan Reference no:</b>	<b>PE123A/2023</b>
<b>Advertising date:</b>	<b>Friday, 27 October 2023</b>	<b>Closing date:</b>	<b>Thursday, 02 November 2023</b>
<b>Closing time:</b>	<b>11:00am</b>	<b>Validity period:</b>	<b>84 calendar days</b>

**1. FUNCTIONALITY CRITERIA APPLICABLE**

1.1. The Bid will not be evaluated on Functionality

<b>Functionality criteria<sup>1</sup>:</b>	<b>Weighting factor:</b>
<b>TOTAL</b>	Choose an item.

*(Weights for functionality must add up to 100. Weightings will be multiplied by the scores allocated during the evaluation process to arrive at the total functionality points)*

<b>Minimum functionality score to qualify for further evaluation:</b>	
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*(Total minimum qualifying score for functionality is 50 Percent, any deviation below or above the 50 Percent, provide motivation below)*

**2. EVALUATION METHOD FOR RESPONSIVE BIDS**

<input type="checkbox"/> Method 1 (Financial offer)	<input checked="" type="checkbox"/> Method 2 (Financial and Preference offer)
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**2.1 The 80/20 Preference points scoring system will be applicable for this bid**

<sup>1</sup>The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

### 3. RESPONSIVENESS CRITERIA

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

1.	<input checked="" type="checkbox"/>	Only those tenderers who satisfy the eligibility criteria stated in the Tender Data may submit tenders.
2.	<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed either electronically (if issued in electronic format), or by writing legibly in non-erasable ink. (All as per Standard Conditions of Tender).
3.	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required
4.	<input checked="" type="checkbox"/>	Use of correction fluid is prohibited.
5.	<input type="checkbox"/>	Submission of record of attending compulsory briefing session. <i>insert motivation why the tender clarification meeting is declared compulsory</i>
6.	<input type="checkbox"/>	Registration on National Treasury's Central Supplier Database.
7.	<input checked="" type="checkbox"/>	<b><i>There will be a compulsory site briefing meeting and all potential bidders must attend.</i></b>
8.	<input checked="" type="checkbox"/>	<b><i>Submission of DPW-07 Form of Offer and Acceptance</i></b>
9.	<input checked="" type="checkbox"/>	<b><i>The tenderer shall submit his fully priced Billy of Quantities / Lump Sum Document (complete document inclusive of all parts) together with his tender.</i></b>
10.	<input checked="" type="checkbox"/>	<b><i>Bidders will be evaluated as per special condition of bid (SCB-01)</i></b>
11.	<input type="checkbox"/>	<b><i>The successful bidder will be contracted with an official purchase order</i></b>
12.	<input type="checkbox"/>	
13.	<input type="checkbox"/>	
14.	<input type="checkbox"/>	

3.2. Indicate administrative requirements applicable for this tender. Tenderers 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 seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1.	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's.
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-11): Bidder's disclosure
4.	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
5.	<input checked="" type="checkbox"/>	All parts of tender documents submitted must be fully completed in ink and signed where required.
6.	<input checked="" type="checkbox"/>	Upon request, submission of fingerprints obtainable from local SAPS including any other additional documentation and information required for vetting purposes.
7.	<input type="checkbox"/>	Upon request, submission of a fully completed security clearance application form with supporting documentation and information as required. The security clearance form will be provided by the Employer for projects requiring a security clearance.
8.	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement
9.	<input checked="" type="checkbox"/>	Bidders will be evaluated as per special conditions of bid (SCB-1)



10.	<input checked="" type="checkbox"/>	Submission of DPW-21 (EC): Record of addenda to tender documents: Bidder maybe requested to confirm receipt and or compliance with the "Record of Addenda" if the record of Addenda" was not submitted with the bid at the closing date.
11.	<input type="checkbox"/>	Specify other responsiveness criteria
12.	<input type="checkbox"/>	Specify other responsiveness criteria
13.	<input type="checkbox"/>	Specify other responsiveness criteria
14.	<input type="checkbox"/>	Specify other responsiveness criteria
15.	<input type="checkbox"/>	Specify other responsiveness criteria
16.	<input type="checkbox"/>	Specify other responsiveness criteria
17.	<input type="checkbox"/>	Specify other responsiveness criteria
18.	<input type="checkbox"/>	Specify other responsiveness criteria
19.	<input type="checkbox"/>	

3.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposals, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
2	<input checked="" type="checkbox"/>	A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Certificate issued by a SANAS accredited service provider

**4. METHOD TO BE USED TO CALCULATE POINTS FOR SPECIFIC GOALS**

**4.1. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.**

Serial No	Specific Goals	Preference Points allocated out of 20	Documentation to be submitted by bidders to validate their claim for points
1.	An EME or QSE or any entity which is at least 51% owned by black people	10	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>
2.	<b>Located in Eastern Cape</b> for work to be done or services to be rendered in the <b>Eastern Cape</b> area	2	<ul style="list-style-type: none"> <li>Official Municipal Rates Statement which is in the name of the bidder. Or</li> <li>Any Account or statement which is in the name of the Bidder. Or</li> <li>Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. Or</li> <li>Lease Agreement which is in the name of the bidder.</li> </ul>
3.	An EME or QSE or any entity which is at least 51% owned by black women	4	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability	2	<ul style="list-style-type: none"> <li>SANAS Accredited BBBEE Certificate or sworn affidavit where applicable. and</li> <li>Medical Certificate indicating that the disability is permanent or</li> <li>South African Social Security Agency (SASSA) registration indicating that the disability is permanent Or</li> <li>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA)</li> </ul>
5.	An EME or QSE or any entity which is at least 51% owned by black youth	2	<ul style="list-style-type: none"> <li>ID Copy and SANAS Accredited BBBEE Certificate or sworn affidavit where applicable.</li> </ul>

**5. BID EVALUATION METHOD**

This bid will be evaluated according to the preferential procurement model in the PPPFA and the 80/20 preference point scoring system will be applicable

**6. COLLECTION OF TENDER DOCUMENTS**

Bid documents are available for free download on e-Tender portal [www.etenders.gov.za](http://www.etenders.gov.za)

Alternatively; Bid documents may be collected during working hours at the following address  
NDPWI, Eben Donges Building, Cnr Robert and Hancock street, Gqeberha, 6056.

A non-refundable bid deposit of R 500.00 is payable (cash only) on collection of the bid documents.

**7. SITE INSPECTION MEETING**

**Details of Bid Briefing meeting (if any)**

There will be no bid briefing meeting.

<b>Venue:</b>	DPWI-EBEN DONGES BLD		
<b>Virtual meeting link:</b>	(Type link here or indicate "N/A")		
<b>Date:</b>	<i>Date of Bid Briefing (if any)</i> N/A	<b>Starting time:</b>	<i>Time of Bid Briefing (if any)</i> N/A



## 8. ENQUIRIES

8.1 Technical enquiries may be addressed to:

<b>DPWI Project Manager</b>	<b>Works Manager</b>	<b>Telephone no:</b>	<b>041 408 2076</b>
<b>Cellular phone no</b>	<b>Project Leader Cell Number</b>	<b>Fax no:</b>	<b>Type Fax number here or indicate "NONE"</b>
<b>E-mail</b>	<a href="mailto:Peter.Blouw@dpw.gov.za">Peter.Blouw@dpw.gov.za</a>		

8.2 SCM enquiries may be addressed to:

<b>SCM Official</b>	<b>SCM Official</b>	<b>Telephone no:</b>	<b>Indicate</b>
<b>Cellular phone no</b>	n/a	<b>Fax no:</b>	<b>Type Fax number here or indicate "NONE"</b>
<b>E-mail</b>	<a href="mailto:Johanna.heilbron@dpw.gov.za">Johanna.heilbron@dpw.gov.za</a>		

## 9. DEPOSIT / RETURN OF TENDER DOCUMENTS

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

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

All tenders must be completed in non-erasable ink and submitted on the official forms – (forms not to be re-typed).

**Closing Date: Thursday, 02 November 2023**

**Closing Time: 11:00am**

<p><b>Tender documents may be posted to:</b> The Director-General Department of Public Works and Infrastructure Private Bag X 3193 Gqebergha; 6001 Documents must be deposited in The Bid Box before the closing date of the bid</p>	<b>OR</b>	<p><b>Deposited in the tender box at:</b> The Bid Box Department of Public Works &amp; Infrastructure Eben Donges Building Corner Robert &amp; Hancock Street</p>
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**DPW-07: FORM OF OFFER AND ACCEPTANCE**

The Employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**Bid no: PE123A/2023**

**Bid/ Project Description: STATIONERY**

The Tenderer, identified in the offer signature block, has examined the documents listed in the tender 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 responsibilities of the Service Provider 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 (All applicable taxes<sup>77</sup> includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies) IS:**

<b>Rand (in words):</b>	
<b>Rand in figures:</b>	R

The award of the tender may be subjected to price negotiation with the preferred tender(s). The negotiated and agreed price will be considered for acceptance as **a firm and final offer**.

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 tender data, whereupon the Tenderer becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

**THIS OFFER IS MADE BY THE FOLLOWING LEGAL ENTITY: (cross out block which is not applicable)**

<p>Company or Close Corporation:</p> <p>.....</p> <p>.....</p> <p>And: Whose Registration Number is:</p> <p>.....</p> <p>And: Whose Income Tax Reference Number is:</p> <p>.....</p> <p>CSD supplier number: .....</p>	OR	<p>Natural Person or Partnership:</p> <p>.....</p> <p>.....</p> <p>Whose Identity Number(s) is/are:</p> <p>.....</p> <p>Whose Income Tax Reference Number is/are:</p> <p>.....</p> <p>CSD supplier number: .....</p>
--	----	--

**AND WHO IS (if applicable):**

Trading under the name and style of:
.....

**AND WHO IS:**

<p>Represented herein, and who is duly authorised to do so, by:</p> <p>Mr/Mrs/Ms: .....</p> <p>In his/her capacity as:</p> <p>.....</p>	<p><b>Note:</b></p> <p>A Resolution / Power of Attorney, signed by all the Directors / Member / Partners of the Legal Entity must accompany this Offer, authorising the Representative to make this offer.</p>
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**SIGNED FOR THE TENDERER:**

Name of representative	Signature	Date

**WITNESSED BY:**

Name of witness	Signature	Date

This Offer is in respect of: (Please indicate with an "X" in the appropriate block)   
 The official documents .....   
 The official alternative .....   
 Own alternative (only if documentation makes provision therefore)

**SECURITY OFFERED: (Not required for this quotation/ bid)**

The Service Provider will provide one of the following forms of security:

- |   |                          |  |
|---|--------------------------|--|
| (1) Cash deposit of 2.5% of the Contract Sum (excl. VAT)                      | Yes                      | No <input checked="" type="checkbox"/> |
|   | <input type="checkbox"/> |  |
| (2) Variable guarantee of 2.5% of the Contract Sum (excl. VAT) (DPW-10.5: FM) | Yes                      | No <input checked="" type="checkbox"/> |
|   | <input type="checkbox"/> |  |
| (3) Retention of 2.5% of the Contract Sum (excl. VAT)                         | Yes                      | No <input checked="" type="checkbox"/> |
|   | <input type="checkbox"/> |  |
| (4) 1.25% cash deposit and 1.25% retention of the Contract Sum (excl. VAT)    | Yes                      | No <input checked="" type="checkbox"/> |
|   | <input type="checkbox"/> |  |

NB. Guarantees submitted must be issued by either an insurance company duly registered in terms of the Short-Term Insurance Act, 1998 (Act 35 of 1998) or by a bank duly registered in terms of the Banks Act, 1990 (Act 94 of 1990) on the pro-forma referred to above. No alterations or amendments of the wording of the pro-forma will be accepted.

The Tenderer elects as its *domicilium citandi et executandi* in the Republic of South Africa, where any and all legal notices may be served, as (physical address):

.....

**Other Contact Details of the Tenderer are:**

Telephone No..... Cellular Phone No.  
 ..... Fax No. ....  
 Postal address.....  
 Banker .....  
 Branch.....  
 Bank Account No. .... Branch Code .....  
 Registration No of Tenderer at Department of Labour.....

**ACCEPTANCE**

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

**Bid No: PE123A/2023**

**Bid/ Project Description: STATIONERY**

**The terms of the contract, are contained in:**

- Part 1 Agreements and contract data, (which includes this agreement)
- Part 2 Pricing data
- Part 3 Scope of work.
- Part 4 Site information

and drawings (where applicable) and documents or parts thereof, which may be incorporated by reference into Parts 1 to 4 above.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender schedules as well as any changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect, if delivered by hand on the day of delivery, or if delivered by courier within two working days after submission by the Employer to the courier services for a door-to-door delivery to the tenderer, provided that the Employer notifies the tenderer of the tracking number within 24 hours of such submission. Unless the tenderer (now Service Provider) within seven working days of the date of such submission notifies the Employer in writing of any reason why he cannot accept the contents of the schedule of deviation to this agreement if applicable), this agreement shall constitute a binding contract between the parties.

**For the Employer:**

Name of signatory	Signature	Date

<b>Name of Organisation:</b>	Department of Public Works
<b>Address of Organisation:</b>	

**WITNESSED BY:**

Name of witness	Signature	Date

**SCHEDULE OF DEVIATIONS**

**Bid no: PE123A/2023**

**Bid/ Project Description: STATIONERY**

<b>1.1.1. Subject:</b>
<b>Detail:</b>

<b>1.1.2. Subject:</b>
<b>Detail:</b>

<b>1.1.3. Subject:</b>
<b>Detail:</b>



<b>1.1.4. Subject:</b>
<b>Detail:</b>

<b>1.1.5. Subject:</b>
<b>Detail:</b>

<b>1.1.6. Subject:</b>
<b>Detail:</b>

By the duly authorised representatives signing this agreement, the Employer and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the tender schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.



## TERMS OF REFERENCE/ SPECIFICATIONS

Bid no: PE123A/2023

Bid/ Project Description: STATIONERY

DESCRIPTION (SUPPLY & DELIVERY)	QUANTITY	UNIT PRICE (per one item/each EXCLUDING VAT)	TOTAL UNIT PRICE FOR THE FULL QUANTITY REQUIRED EXCLUDING VAT
Office Lint Pink (Any Colour)	100		
Gribinders 76 mm	10 Boxes		
Bostik- Prestik	5 each		
Sellotape- Package Tape	5 each		
Staedler- Tradition Black Lead Pencils (HB Pack of 12)	3 Boxes		
SSC – Fingerrettes: Large	20 each		
SSC – Fingerrettes: Medium	20 each		
SSC – Fingerrettes: Small	20 each		
Index Tabs Boards	5 Boxes		
Rubber Bands – Size 64 x 5	5 Packets		
Rapid – Stapler Remover	10 each		
Staples – 6mm – ¼ - 23/6	5 Boxes		
Staples-8mm -5/16 – 23/8	5 Boxes		
Staples – 10mm – 3/8 – 23/10	5 Boxes		
Staples – 13mm – ½ - 23/13	5 Boxes		
Staples – 15mm – 9/16 – 23/15	5 Boxes		
Staples - 17mm – 5/8 – 23/17	5 Boxes		
Staples – 20mm – ¾ - 23/20	5 Boxes		
Staples – 23mm – 7/8 – 23/23	5 Boxes		
Post –it Flags: Different Colours	10 Boxes		
Rexel- Matador Premium Stapler (Any)	20 Each		
Rexel – Maxi 2- Hole Heavy Duty Punch	10 each		
Rechargeable Batteries: AA	5 Packets		
Rechargeable Batteries: AAA	5 Packets		
Battery Charger	2 Each		
Rubber Bands – Size 34 x 5	5 Packets		
Rubber Bands – Size 38 x 5	5 Packets		



## PRICING SCHEDULE

**Bid no: PE123A/2023**

**Bid/ Project Description: STATIONERY**