

## 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:	<b>PROCUREMENT OF STATIONERY</b>		
Quote no:	148A0494	Closing date:	19/03/2025
Closing time:	11:00	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 checked="" type="checkbox"/>	Submission of (PA – 36 and Annexure/s C): Declaration Certificate for Local Production and Content for designated sectors.
6	<input type="checkbox"/>	Submission of record of attending compulsory virtual bid clarification / site inspection meeting. <b>insert motivation why the tender clarification meeting is declared compulsory</b>
7	<input checked="" type="checkbox"/>	<b>Registration on Central Supplier Database (CSD)</b>
8	<input type="checkbox"/>	<b>Submission of Letters from SITA</b>
9	<input type="checkbox"/>	<b>Submission of Letters from OME</b>
10	<input checked="" type="checkbox"/>	<b>SUPPLY AND DELIVERY OF STAIONERY: GAUTENG: PRETORIA: CGO, OFFICE A227</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 (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 type="checkbox"/>	Submission of (PA-10): General Condition of Contract.
5	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
6	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
7	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>
8	<input type="checkbox"/>	<b>Specify other responsiveness criteria</b>

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

☒ 80/20 points scoring system

**Indicate the Price weighting applicable to this bid:**

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

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

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

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	<p>Or</p> <ul style="list-style-type: none"> <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</b> <span style="float: right;"><b>2 Points</b></span></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> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>CSD Report</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <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</b> <span style="float: right;"><b>2 Points</b></span></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 (Mandatory)</li> <li>Office Municipal Rates Statement</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Permission To Occupy from local chief in case of rural areas (PTO)</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Lease Agreement</li> </ul>
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**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:**

<b>DPW Project Leader:</b>	Simon Motau	<b>Telephone no:</b>	012 406 1797
<b>Cell no:</b>		<b>Fax no:</b>	
<b>E-mail:</b>	simon.motau@dpw.gov.za		

## 6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is **11H00** on **19/03/2025**.

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><b>CGO BUILDING 256 MADIBA STREET, PRETORIA RECEPTION AREA QUOTATION BOX</b></p> <p><b>OR</b></p> <p><b>QUOTATION DOCUMENTS MAY BE POSTED TO :</b></p> <p><b>THE DIRECTOR -GENERAL NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE PRIVATE BAG X 65 PRETORIA 0001</b></p>	<p>OR</p>	<p><b>QUOTATION DOCUMENT MAY BE EMAILED TO:</b></p> <p><a href="mailto:ndpwquotations@dpw.gov.za">ndpwquotations@dpw.gov.za</a></p>
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