

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

Closing time:	11:00	Validity period:	84 days
Quote no:	405A0417	Closing date:	28/02/2025
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Quotation description:	STATIONERY		

1. **RESPONSIVENESS CRITERIA**

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

1	\boxtimes	Only those quotations who satisfy the eligibility criteria stated in the quotation document may submit the quotation.
2		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	\boxtimes	Use of correction fluid is prohibited.
4	\boxtimes	Submission of PA-32: Invitation to Bid
5		Submission of (PA – 36 and Annexure/s C): Declaration Certificate for Local Production and Content for designated sectors.
6		Submission of record of attending compulsory virtual bid clarification / site inspection meeting. <i>insert motivation why the tender clarification meeting is declared compulsory</i>
7	\boxtimes	Registration on Central Supplier Database (CSD)
8		Submission of Letters from SITA
9		Submission of Letters from OME
10		Only Suppliers with Proof of address from Gauteng Province will be allocated points for Location under specific goal.

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	\boxtimes	Submission of (PA-11): Bidder's disclosure.
2	\boxtimes	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
3	\boxtimes	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
4	\boxtimes	Submission of (PA-10): General Condition of Contract.
5		Specify other responsiveness criteria
6		Specify other responsiveness criteria
7		Specify other responsiveness criteria
8		Specify other responsiveness criteria



2. Points scoring system applicable for this bid:

\boxtimes	80/20	points	scoring	system
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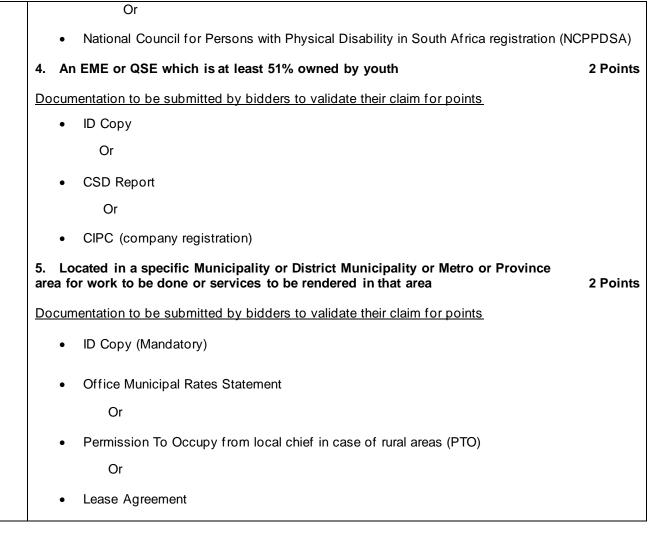
Indicate the Price weighting applicable to this bid:

	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

	For procurement transaction with rand value greater than R2 000, 00 and up to (Inclusive of all applicable taxes) the specific goals listed below are applicable.	R1 Million
	1. An EME or QSE which is at least 51% owned by black people	10 Points
	Documentation to be submitted by bidders to validate their claim for points	
	ID Copy (Mandatory)	
	SANAS Accredited BBBEE Certificate or sworn affidavit where applicable	
	Or	
	CSD Report	
	Or	
	CIPC (company registration)	
	2. An EME or QSE which is at least 51% owned by women	4 Points
\boxtimes	Documentation to be submitted by bidders to validate their claim for points	
	• ID Copy	
	Or	
	CSD Report	
	Or	
	CIPC (company registration)	
	3. An EME or QSE which is at least 51% owned by people with disabilities	2 Points
	Documentation to be submitted by bidders to validate their claim for points	
	ID Copy (Mandatory)	
	Medical Certificate	
	Or	
	South African Social Security Agency (SASSA) registration	





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:	Mpho Langa	Telephone no:	012 406 1795
Cell no:		Fax no:	
E-mail:	mpho.langa@dpw.gov.za		



6. DEPOSIT / RETURN OF BID DOCUMENTS:

The closing time for receipt of quotation is *insert time* on *insert date*. 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)

QUOTATION DOCUMENTS MAY BE DROPPED AT:		QUOTATION DOCUMENT MAY BE EMAILED TO:
CGO BUILDING 256 MADIBA STREET, PRETORIA RECEPTION AREA QUOTATION BOX		ndpwquotations@dpw.gov.za
OR		
QUOTATION DOCUMENTS MAY BE POSTED TO :	OR	
THE DIRECTOR -GENERAL NATIONAL DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE PRIVATE BAG X 65		
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