



social development

Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001
Enquiries: Z Mantantana, Email: ZolisaM@dsd.gov.za

Sir/Madam

**REQUEST FOR PROPOSALS FOR APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO
FOR SUPPLY, AND DELIVERY OF STATIONERY FOR THE DEPARTMENT FOR A PERIOD OF 2
YEARS.**

1. Tender No: **SD09/2022**
2. Closing Date: 04 November 2022 at 11:00
3. The following documents form part of this invitation for a proposal:
SBD1: Invitation to bid
SBD3.1: Pricing Schedule
SBD4: Declaration of Interest
SBD6.1: Preference points Claim Form
4. **All the documents accompanying this invitation must please be completed in detail, where applicable and returned with your Bid.**
5. Please make sure that your bid reaches this office before the closing time and date
6. When submitting your bid the following information must appear on the sealed envelope:
 - i. Name and address of the Bidder
 - ii. Bid number
 - iii. Closing Date
7. This envelope can be placed in the Bid box in the foyer at HSRC Building, 134 Pretorius Street, Pretoria
8. Compulsory briefing session

Kind regards

DIRECTOR, SUPPLY CHAIN MANAGEMENT

DATE: 13/10/2022

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NATIONAL DEPARTMENT OF SOCIAL DEVELOPMENT)					
BID NUMBER:	SD09/2022	CLOSING DATE:	4 NOVEMBER 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO FOR SUPPLY, AND DELIVERY OF STATIONERY FOR THE DEPARTMENT FOR A PERIOD OF 2 YEARS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT HSRC Building, 134 Pretorius Street, Pretoria					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/> AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
		<input type="checkbox"/> A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)			
		<input type="checkbox"/> A REGISTERED AUDITOR NAME:			
[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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER		DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY			CONTACT PERSON	Mr Z Mantantana	
CONTACT PERSON	Mr Z Mantantana		TELEPHONE NUMBER		
TELEPHONE NUMBER			FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS	ZolisaM@dsd.gov.za	
E-MAIL ADDRESS	ZolisaM@dsd.gov.za				

PART B
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 ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder..... Bid number..... Closing Time 11:00 on
--

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
-	Required by:
-	At:
-	Brand and model
-	Country of origin
-	Does offer comply with specification?		*YES/NO
-	If not to specification, indicate deviation(s)
-	Period required for delivery	*Delivery: Firm/not firm
-	Delivery basis (all delivery costs must be included in the bid price)

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

*Delete if not applicable

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... 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 not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 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.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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.

- 3.6 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

..... Signature Date
..... Position Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms

of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
- 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14

4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....



Department:
Social Development
REPUBLIC OF SOUTH AFRICA

Private Bag X901, Pretoria, 0001, 134 Pretorius Street, HSRC Building, Pretoria
Tel No: (012) 312 7453, Fax No: (012) 312 7073 www.dsd.gov.za. Enquiries: A. Mbodla

BID NO. SD09/2022

Appointment of a panel of service providers to for Supply, and delivery of stationery for the department for a period of 2 years.

Background

The department Social Development (DSD) intends to enter into a contractual agreement with a suitable suppliers to supply and deliver stationery store items for a period of 24 months. The stationery/ store items have always been procured through competitive process using different suppliers from Centralized supplier database. Consequently, the department did not derive best value for money. In executing the task, the department is responsible for ensuring that there is a maximum competition in the procurement process. The supply chain management unit has resolved to procure office consumables on contract basis. **The national department of Social development seeks to appoint a panel of 2 to 3 capable and experienced service providers to supply and deliver stationery for a period of two (2) years.**

Purpose

This document seeks to provide a detailed list of stationery items used by the department for a period of 2 years.

Leqepala lThebololo ya Logo* Mufashe wa zwa Mvela cheza ya Vhahur* (Sese ePhuhliso weNkulo yaLuntu* ukhanyago wezikhuthulo yaBantur* Kgoroya
Thebololo ya Logo* Mzawulo ya Nkhulo wa Vahur* Utra* loTentafiko yaBantur* Lerapha la Mafasope ya Sejhaba* Umnyango weTshulo
kwezokuhlalana* Department van Maatskaplike Ontwikkeling*

Building a Caring Society. Together.

Objectives

The aim of this bid is to increase the level of service delivery of National department of Social Development to both internal and external clients. This will be done by the way of the following

- Reduction in number of quotations
- Improved turn-around times for obtaining purchase orders
- More focused approach to the core functions of the department

Item	unit measure	QTY	Colour	Year1	Unit Price			Total Amount
					Year 2	Year 3		
Hard cover Books								
3 Quire Counter Book (Feint & Margin)	A4 288 Pages	ea	black					
Counter Book (Feint & Margin)	A4 128 Pages	ea	black					
Memo Book	A6 96 Pages	ea						
1 Quire double ledger	A4 96 Pages	ea	black					
2 Quire double ledger	A4 192 Pages	ea	black					
Short-hand note book	A5 144 Pages	ea	black					
Hard cover	A5	ea	black					
Examination pads								
Punched	A4 80 Pages	ea	black					
Un-punched	A4 80 Pages	ea						
Soft cover exercise book								
College exercise book	A4 32 Pages	ea						
College exercise book	A4 72 Pages	ea	Black/					

Leqephala Thabolelo ya Leqepo* Mufasho wa zwa Mvelaphanda ya Vhathu* ISebe loPhuhliso lekhutlo yaLurru* ulMnyango wazeNtshuko yaBantu* Kgoro ya Thabolo ya Leqepo* Mzwelelo ya Ntshuko wa Vanhu* UTKo letentshuko yeBantu* Leqapha la Ntshetsopete ya Sejhibaba* UmNyango weTshuko kwenzoluhaisana * Departement van Maaatskaplike Ontwikkeling*

Memory stick	8G	ea	Black			
Memory stick	2G	ea				
Overhead Projector Pen						
Permanent (fine & Medium)	ea	ea	Black, Blue & Green			
Water SOLUBLE (Fine&Medium)	ea	ea	Black			
Scissors						
Office scissor	215mm					
office scissor large handle	ea					
Mapped scissor	18cm					
Mapped scissor	25cm					
	21cm					
Clips & Fasteners						
Push Pins box	40 pins	box	blue			
Paper clips nikel 25mm box	100 clips	box	silver			
Paper clips nikel 33mm box	100 clips	box	silver			
Paper clips Nickel 50mm Giant box	100 clips	box				
paper clips 3025mm	100 clips	box				
filig laces (pack 100's)	size 40	box				
filig laces (pack 100's)	size 60	box				
Staplers						
Half strip metal stapler	ea	ea				
economy metal stapler	ea	ea				
heavy duty stapler	ea	ea				

Letšapha la Thabolobole ya Lesego* Mphahlelo wa zwa Avelaphanda ya Vhathu* Isebe loPhuhliso lweNtsho ya Vhathu* Kgono ya Thabolobole ya Lesego* Ndzawulo wa Nthunuko wa Vanhu* LITiko laTonditafuko yeBantú* Letšapha la Ntshosopole ya Setšhaba* Umnyango weTuthuko kwetshatshatshane* Department van Maatsiekaplike Ontwikkeling*

standard staple remover	ea	ea						
Power ease proton-half strip stapler								
standard plastic clad stapler								
standard 100 half strip metal stapler								
Staples								
box 5000	no.56	box						
box 5000	no.68	box						
box 5000	26/6 boxes	box						
box 5000		box						
box 5000	no.66/14	box						
Punches								
12 sheet capacity	1.25mm	ea	black					
36 sheet capacity	3.6mm	ea	black					
63 sheet capacity	6.3mm	ea	black					
A4 plastic pocket-multi punched	pack/100	ea						
Wood base heavy duty punch	ea	ea						
Filing								
Lever arch files	ea	ea	black					
lever arch file (small)	box	ea						
lever arch files (slim type)	ea(40mm)	ea						
Magazine boxes	ea	ea						
polypropylene document	ea	ea						

Leqapha la Thabolo ya Leqo "Muhasho wa zwa Avelaphanda ya Vhuthu" lisebe loPhuhliso lweNtsho yoLuntu "ukhinyango wezeNtsho yoBantu" kono ya Thabolo ya Leqo "Ndzawulo ya Nihuvulo wa Vanhu" LTiko leTembuluko yeBantu" leqapha la Ntshosapale ya Seelhaab' Umhnyango weTuthuko kweCoku-hlatsana "Departement van Maatskaplike Ontwikkeling"

wallets									
lever arch files polypropylene range	Orange and Yellow							ea	
suspension files (A4)								ea	
Dividers (5 tab divider)	ea							ea	
dividers (10 tab divider)	A4							ea	Multi-colour
dividers polypropylene A-Z	A4 PVC							ea	Multi-colour
Archive box (front opening)	A4							ea	
Archive box (Side opening)	ea							ea	
Plastic lever arch files big size	ea							ea	
quotation files	ea							ea	
suspension files crystal tags	Packs							box	Assorted
Tidy Archive box (copyright ref.07002)								box	
tidy file (Ref: LF71001)									
Writing instruments									
Medium point vall pen (black)								box	black
50 pen per box	50 per box							box	red
medium point ball pen	51 per box							box	black
fine point ball pen	52 per box							box	red
fine point ball pen	53 per box							box	blue
medium point ball pen	54 per box							box	
wood free pencil	12 per box							box	
wooden pencil	each							box	
0.5mm clutch pencil	12 per box							box	

Letipha la Thabolo ya Leago* Mhesho wa zwa Mvelaphanda ya Vnabhu* (Sabe loPhuhliso weNtalo yeLumir ulinyengo wezeNtshulo yeBantu* Koro ya Thabolo ya Leago* Ndzwulo ya Nkhuluko wa Vanhu* LITko leTentshulo yeBantu* Letipha la Ntshosopele ya Sejipaba* UmNyengo weTshulo kwecokuHlaka* Departement ven Maatskaplike Ontwikkeling*

0.5mm standard refill leads (12 leads per tube)	tube	box					
pentel superb ball point	12 per box	box	black				
pentel superb ball point	12 per box	box	red				
pilot pen (BL-G2-7)0.7	box of 12	box	black				
Pilot pen gel 0.5 medium	box of 12	box	black				
pilot pens gel 0.5 medium	box of 12	box	red				
office pencils HB		box					
Pantel BK 77 Superb black pens	box	box					
hybrid gel roller pen	black	box					
Markers							
Bullet point permanent marker	ea	box	black				
Bullet point permanent marker	ea	box	blue				
Bullet point permanent marker	ea	box	black (medium & fine)				
Bullet point permanent marker	ea	box	red				
Bullet point permanent marker	2mm line width	box					
Bullet point permanent marker	ea	box	black				
Bullet point permanent marker	ea	box	blue				
Bullet point permanent marker	ea	box	red				
white board markers	5 black	box	10 assorted				
bullet point white board marker	ea	box					
highlighters	box	box	assorted				
Correction pens							
Multi-purpose correction fluid	18ml						

Leŋapha la Thabolelo ya Logo* Mulašho wa zwa Mvelaphanda ya Vnathur* Isake lePhutiso lweNtalo yoLuntu* Umkyango weSehukulo ya Bantu* Kgoro ya Thabolelo ya Logo* Ndzawulo wa Nkhovulo wa Vantu* UThixo leTentafutako yoBantu* Ulapa la Nkhesopole ya Sejibhar* Umkyango weTshulo kwezokuhlatsane * Department van Maatskaplike Ontwikkeling

fine point correction pen	ea								
liquid paper dry line	ea								
Printing/ Copy paper									
80gsm 500 sheets per ream (5 reams per box)	A4 Box	box	white						
80gsm 500 sheets per ream (5 reams per box)	A4 Box	box	blue						
80gsm 500 sheets per ream (5 reams per box)	A4 Box	box	yellow						
80gsm 500 sheets per ream (5 reams per box)	A4 Box	box	pink						
80gsm 500 sheets per ream (5 reams per box)	A4 Box	box	green						
80gsm 500 sheets per ream (5 reams per box)	A3 Box	box	white						
Certificate papers	box	box	white						
Envelopes									
C4 Envelope 324mm x229mm (250 in box)	box	box	brown						
C4 Envelope 324mm x229mm (250 in box)	box	box	white						
C5 Envelope 229mm x162mm (250 in box)	box	box	brown						
C4 Envelope 229mm x162mm (250 in box)	box	box	white						
Envelope 110mm x 220mm (500	box	box	brown						

Letapha la Theboto ya Logo* Mhasho wa zwa Mvelaphanda ya Vnathu* (Sebe loPhuhliso lweNtulo yoLuntu* Umnyango wezaNtulo yoBanu* Kgoro ya Theboto ya Logo* Ndzwulo ya Ntshwulo wa Vanhu* Litiko leTentshwulo yeBantu* Letapha la Ntshwepeta ya Sejhaba* Umnyango waTshwulo kwezokuHlamba* Departement van Maatskaplike Ontwikkeling*

in box)									
Window envelope 110mm x 220mm (500 in box)	box		box						
A4 interoffice envelopes	box		box						
B4 Envelopes	box		box						
Message book			ea						
Others									
1-hole metal pencil sharpener	ea		ea						
2-hole metal pencil sharpener	ea		ea						
plastic magnets	ea		ea						
Ruler	30cm		ea						
Ruler	15cm		ea						
finger cones	ea		ea						
rubber bands	100g box		ea						
rubber bands	500g		ea						
post it flags	38mm x50mm		ea						assorted
post it notes	73mmx73mm								
Glue stick	9gm								
Glue stick	21gm								
Glue stick	40gm								
Tape broad clear	each rolls								
prestick	100gr								
stamp pad ink	30ml								black
stamp pad ink	30ml								red
stamp pad ink	30ml								green
stamp pad ink	30ml								blue
pencil erasers	ea								20 per box

Letafahia Thabodolo ya Logo* Mafesho wa zwa Mafesha ya Vachur* (Seba laPhuliso waNtalo yaLuntu* umhango wezeNtshuko yaBantu* Kgoro ya Thabolo ya Logo* Mafesho wa zwa Mafesha ya Vachur* Utho lofendutlako yeBantu* Letapha la Ntshosopale ya Sejnata* Umhango weTshuko kwecokhlatana* Department van Mafesha/ke Othobakung

key rig with plastic tag	ea	blue				
memo cube refill	ea	rainbow				
memo cube holder	ea	blue				
A4 hand film writing carbon	pad	blue				
board chalk	box/100	white				
A4 Flat folders	ea	green				
A4 flip files-10 pocket	ea					
A4 flip files-30 pocket	ea					
A4 Plastic pocket-multi punched	pack/ 100					
Analysis book JD6041						
Analysis book JD70141						
Laminating pouches	A7					
Laminating pouches	65 x 95mm (boxes) A4	smil micron				
Masking tape						
Zip lock plastick bags	18 x26cm (250 per pack)				ea	
business card folder	ea				ea	
desk cube refills	ea				ea	
eye line computer paper	216 x236mm				ea	
computer paper	280/240				ea	
DC Fix	10m rolls				ea	
A4 Envelope type					ea	
Pocket Oxford dictionary new edition big size	NB A4 size				ea	
Desk cube container					ea	
Pencil/pens holder		blue			ea	

Lelephala la Thebholo ya Leago* Mahasho wa zwa Mvelaphanda ya Vhathu* Isabele liphuhliso lwehlotso ya Lururu* ukhanyiso weza Ntshutso ya Bantu* Kgoro ya Thebholo ya Leago* Mdzawulo ya Ntshutso wa Vanhu* Utiiko le'entfutso ya Bantu* Lelephala la Ntshetsopele ya Sejithaba* Unkhanyiso wa Tshutso kwesokul-halilana* Departement van Maatskaplike Ontwikkeling*

Grayton	box	blue		
Colouring pens	box	assorted		
Flip chart paper	ea	assorted		
Flip chart paper	ea			
Flip chart paper Stand	ea			
White board cleaner	ea			
Selotape	ea	clear		
Name stickers	box			
Small recording cassetts	ea			
Plastic sleeves	ea			
Laminating machine A3 size	ea			
NT Cutter	ea			
CD Labeling	box			
DVD's RW 10 gigabytes	Packs of 100			
Presentation files	ea			
Liquid paper Dryline	ea			
A4 Envelope type folder	ea			
Donay swingclip files FLA 55E24m-38	ea			
Wooden letter trays	ea			
Plastic letter trays	set of 3			
Transparent self adhesive cover gloss	Pack of 100			
Filling box	ea			
white board	ea			
hard cover sheet	ea			
pen cover sheet	ea			
pen and pencil sets	ea			

Letapha la Thabololo ya Leago: Munišo wa zwa Mvelaphanda ya Vnathu; Seba la Phutiso weNtulo yoLumir, uminyango wezaNtuthulo yeBanur-Kgoro ya Thabololo ya Leago; InZwulo ya Nihlulo wa Vanhu; Utko leTentuthulo yeBanur; Letapha la Ntshosopele ya Sejhaba; Umnyango weTuthulo kwezokuHlatsana; Department van Maatskaplike Ontwikkeling

stop watch	each	ea					
external hard drive	250GB	ea					
PVC files	each	ea					
file fasteners	each	ea					
hybrid gel grip	box	box					
Deli no 1601 calculator	each	pack					
clip boards	per pack	pack					
A4 fist folder	pack	pack					
parcel delivery book	pack of 6	pack					
flags 1 in/po x1.7npo 25.4mm x 43.2mm		ea					
prestick							
page numbering machine							
Tipex fine correction pen 5mm							
plastick folder with clear front							
plastick folder with clear front		Black					
plastick folder with clear front	A4	pack					
plastick folder with clear front	A4	pack					
magic clipper	A4	pack					
magic clipper clips	A4	pack					
self adhesive notes	(4.8mm)	pack					
paper cutter (guillotine)	18 x 15 (460 x 380 mm)	pack					
String	toin	pack					
zip lock plastick bags	A5	pack					
Zip lock plastick bags	A4	pack					
small (zip lock plastick bags)							
bank card size		pack					

Lelepha la Theboto ya Leego* Mhesho wa zwa Mvelaphanda ya Vhathu* 'Isabe loPuhliso lweNtalo yoLumu' uMnyango wezaNtshuko yaBantu* Kgoro ya Theboto ya Leego* Ndzwulo ya Ntshuko ya Vanhu* 'UTho le ntshuko yeBantu' Letapha la Ntshosopele ya Sejithaba* UmNyango waTshuko kwecoluhlatsana * Departement van Maatskaplike Ontwikkeling*

File fastners	pronged metal with locking clamp	box					
concertina file		box					
croxley rubber bands	big size (No.38)	box					
filofax refill	size ref: week to view	box					
Carry folders	Transparent plastic document wallet with front closing press stud	per pack					
A0 Printing paper	A0	ea					
C3 Simply stick envelopes (324x458)	Brown	ea					
thermal rolls 58 x 85		ea					
diaries leather	A4	ea					
plastic clip board	A4	ea					
permanent marker art line (1.5mm)	Roller	ea					
foolscap folders	Box	ea					
bantex optima paper clip dispenser	yellow	ea					
cutting channel mat T200 finger guard trimmer	Container	ea					

Letipha la Thabolelo ya Logo: Mhesho wa zwa Mvelaphanda ya 'Nuthu' lisebe loPhuhliso lweNtalo yeLuntu' ukhanyayo wezaNtshulo ya Bantu' Koono ya Thabolelo ya Logo' Ndzawulo ya Nihuvuko wa 'Nuthu' LITIKO leTendutshulo yeBantu' Lerappa la Ntshesephe ya Sejhaba' Umkyango weTshulo kwesoku-hlatsana' Departement van Maatskaplike Ontwikkeling'

date stamp	Pre-linked, round	ea					
TOTAL BID PRICE							

Requirements

- The service provider will be required to supply and deliver stationery/ store items on a need basis.
- The successful service providers are expected to supply and deliver stationery store items after the receipt of the departmental official order. All stationery should be supplied and delivered at National department of Social department, HSRC Building, Pretoria.
- The department will standardized the rates/ prices among the successfully panel of service providers
- The work will be distributed among the service providers on a rotational basis

Time Frames

- The successful service providers shall render the required service over a period of 24 months.
- The successful service providers will be expected to deliver goods within 7 days after the receipt of an official order.

Evaluation Criteria

In terms of Regulation 6 of the Preferential Procurement policy framework regulations, 2011 promulgated in the terms of the preferential procurement policy framework act, 2000 (Act No.5 of 2000) responsive bids will be evaluated in terms of the 80/20 preference point system. eighty (80) points will be allocated for price and ten (20) points for B-BBEE status level.

Following compliance evaluation, the bids will be evaluated in two stages. Stage 1 will deal with functionality. Only bidders who scored **50 out of 60 points** for functionality will qualify for evaluation in terms of price during stage 2 of the evaluation.

Letapahale Thebeoloio ya Logo" Munaasho wa zwa Ivelaphanda ya Vhathu" (Sabe ePhuhliso lwaKhato ya Luthu" uSinyango weSakhukulo yaBantu" Kgoro ya Thakololo ya Logo" Ndzawulo ya Nkhawulo wa Vathu" LITko leTentofutuko yaBantu" Letapha la Nkhatsopole ya Selfhaba" Umhlanga weTshutlo kwecoluhlatsana" Department vanMaatskaplike Ontwikkeling"

No.		Criteria for functionality	Points
1	Capability	<p>Value of stationery/ store items previously supplied</p> <ul style="list-style-type: none"> • R500 000,00 and above (30 points) • Between R200 000,00 –R499 999,99 (20 points) • Between R100 000,00 –R199 999,99 (10 points) • Less than R100 000,00 (0 points) <p>NB: Reference letter must be attached as proof</p>	30
2	Footprint	<ul style="list-style-type: none"> • Locality: National office in Gauteng (10 points) • Outside Gauteng (0 points) <p>NB: Proof of address in the form of municipality utility account must be attached as proof/ or rental agreement</p>	10
3.	Service offering	<p>Delivery Method:</p> <ul style="list-style-type: none"> • Supplier arrangement/ outsourcing (10 points) • Letter confirming SLA/ contractual relationships/ arrangements (10 points) <p>OR</p> <ul style="list-style-type: none"> • In-house capabilities-warehouse, Asset list, vehicle list and equipment (20 points) 	20

Letapha la Thibololo ya Leqoo* Mafihsho we zwa Mvelaphanda ya Vhathu* iSabe loPhuhliso wehithulo yoLunyu* ulinyanjo wezeNtshuho yeBantu* Koozo ya Thibololo ya Leqoo* Ndzawulo ya Nhlakulo wa Vathu* UTKo leTembulo yeBantu* Letapha la Nazibopele ya Sathiba* UmNyango weTshulo kwizokuhlasana * Departement van Maatskaplike Ontwikkeling*

	TOTAL Functionality
	60

Only bidders who scored **50 out of 60** points for functionality will qualify for evaluation in terms of price during stage 2 of the evaluation.

Stage 3: Price and B-BBEE Status level of contribution

Criteria	
Price	
B-BBEE Status level of Contributor	Number of pints (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

SUBMISSIONS

- ✓ Prospective bidders must submit their bids proposals in **two envelopes**:
- ✓ **One envelope** with the **technical proposal** outlining in detail a realistic work-break schedule indicating different milestones to be achieved, and response to the terms of reference and evaluation criteria

Lelepho la Thabollo ya Leago* Mhusho wa zwa Mvelaphanda ya Vnathu* Isebo loPhuhliso lweNtsho yoLuntu* uMnyango wezeNtsho yoBanu* Kgoro ya Thabollo ya Leago* Ndzawulo ya Nthavulo wa Vanhu* LITiko leTentsho yoBantu* Lelepho la Nshetsopole ya Sejinaba* Umnyango waTsho yoKwenzakhalasana* Department van Maatskappike Ontwikkeling*

including other supportive documents, completed bid forms, tax clearance certificate issued by SARS and legal entity registration certificate.

- ✓ One **other envelope** with the **financial proposal** (pricing schedule (SBD 3.1) with all cost related items, cost breakdown).
- ✓ The entire proposal should be placed on disc in a PDF format.
- ✓ The following information must be endorsed on each envelope:
 - **Bid number:**
 - **Closing date:**
 - **Name of the Bidder:**
 - **Technical Proposal or Financial Proposal**

The closing date for the submission of bid is **04 November 2022@11:00**

Failure to comply with these conditions will result in a bid being disqualified.

The Bids should be:

**Deposited in the Tender Box,
Foyer of the HSRC Building
134 Pretorius Street, Pretoria**

Bids received after the closing date and time will be regarded as late and will not be evaluated.

Lefapha la Thabolelo ya Leago* "Majazho wa zwa lwelephanda ya Vhatbur" "Sebe ePhuhliso lweNtalo yaLuntu" "uMnyango wezebutshulo yaBantu" Kgoro ya Thabolelo ya Leago* "Kizawulo ya Nihavuto wa Venhu" "Litiko leTentshulo yaBantu" "Lefapha la Ntshetsopole ya Sejhaba" Umnyango weTshulo kwizoluhalsana * Departement van Maatskaplike Ontwikkeling"

Building a Caring Society. Together.

CONTACT PERSONS

Should you have any queries please direct them to:

Director Supply Chain Management:

Mr. Zolisa Mantantana

Telephone number: 012 312-7463

Email address: ZolisaM@dsd.gov.za