Sedibeng District Municipality

BID DOCUMENT

Tender No.	**8/2/3/1-2026**
Closing Date and Time	**Friday, 05 June 2026 @12H00**
Description	
Proposal for a Panel of Service Providers for the Supply and Delivery of Office Stationery and Cleaning Material on and "As and when required basis for Sedibeng District Municipality"	
Contractor / Bidder	
Bid amount	R
Physical address	
Contact person	
Telephone no.	
Fax no.	
Cell no.	
Email address	
Central Supplier Database No.	
********SUBMIT TWO COPIES (02) MARKED CLEARLY:" ORIGINAL" AND "COPY"**	

CONDITIONS OF TENDER

1. The prospective bidder's attention is drawn to the following list of forms, attached to this document and other documents that **shall** be completed and submitted with his/her bid documents:
    a) Tender Form
    b) Form of Offer
    c) Declaration of interest
    d) Certificate of independent Bid Determination
    e) Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.
    f) A current account or proof that utilities account (municipal rates and taxes, water and lights account) of the bidder is up to date. (Not in arrears for more than 3 months).
    g) Proof of registration for VAT (if applicable).
    h) Valid B-BBEE Certificate Certified copy
    i) Central Supplier Database (CSD) Registration Number.

   In terms of Section 112 (1)I of the Local Government Municipal Finance Management Act, (Act 56 of 2003), persons who were convicted of fraud or corruption or who willfully neglected, reneged on or failed to comply with a government tender during the past 5 years, or whose tax matters are not cleared by the South African Revenue Services may not participate in the tendering process and the Tenderer shall submit a sworn statement to this effect.
2. **The official tender form shall be completed in BLACK ink and any corrections to the official tender form must also be made in BLACK ink and signed by the bidder. Any tender documents received with correction fluid (Tippex) corrections shall be disqualified.**
3. Bids shall be sealed and endorsed (with bid number and bid description) and must be deposited at Sedibeng District Municipality's tender box (Ground Floor, outside the main building).
4. Sedibeng District Municipality's Supply Chain Management Policy shall apply.
5. Late, Telexed, faxed or emailed tenders will not be accepted.
6. The Council does not bind itself to accept the lowest or any tender and reserves the right to accept any tender in whole or in part.
7. Persons in the service of the state are not allowed to bid.
8. In the event that you are awarded a tender the strict compliance with terms have to observed and in so doing within a period (3 days) (*after an order is issued) a confirmation letter must be forwarded by you in terms of which you need to indicate whether or not you will be in a position to source the items per the tender and deliver same by the due date.
9. In the event that you do not furnish us with the said letter as requested and fail to comply as per the

tender the Sedibeng District Municipality reserves in terms of rights to cancel this tender automatically after 3 days on the basis of your non-compliance and furthermore should you fail to deliver said goods which may necessitate the allocation of a new supplier the Sedibeng District Municipality may impose any further penalty or charges against you.

10. **In the case where all MBD Documents are not completely filled and returned, your quotation will be disqualified.**

11. **The 80/20 Preferential Procurement System will be used to evaluate all the Formal Written Quotations.**

12. Bidders must ensure that, the company status is "**in business"** with the **Company and Intellectual Property Commission (CIPC).**

13. Bidders who are not registered on the Central Supplier Database are requested to contact National Treasury at csd@treasury.gov.za or 012 406 9222 for any assistance.

14. Exempted Micro Enterprises can submit a letter from the accounting officer; and

15. A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.

16. Tenderers should attach an Up-to-date utilities Account or Statement / Lease Agreement

Sedibeng District Municipality
Number: 8/2/3/1-2026

DOCUMENT	
INVITATION TO BID	**MBD 1**
CLEARANCE CERTIFICATE FOR WATER & LIGHTS	
TERMS OF REFERENCE/SPECIFICATIONS	
PRICING SCHEDULE – FIRM PRICES (PURCHASES)	**MBD 3.1**
DECLARATION OF INTEREST	**MBD 4**
PREFERENCE POINTS CLAIM FORM	**MBD 6.1**
CONTRACT FORM – PURCHASE OF GOODS / WORKS	**MBD 7.2**
DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	**MBD 8**
CERTIFICATE OF INDEPENDENT BID DETERMINATION	**MBD 9**
FORM OF OFFER AND ACCEPTANCE	
CREDIT ORDER INSTRUCTION	

MBD 1

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SEDIBENG DISTRICT MUNICIPALITY					
BID NUMBER:	8/2/3/1-2026	CLOSING DATE:	Friday: 05 June 2026	CLOSING TIME:	12:00AM
DESCRIPTION	Proposal for a Panel of Service Providers for the Supply and Delivery of Office Stationery and Cleaning Material on "As and when required basis for Sedibeng District Municipality"				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS

MUNICIPAL BUILDING
GROUND FLOOR
CORNER BEACONSFIELD AND LESLIE
VEREENIGING

SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE			NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE			NUMBER	
E-MAIL ADDRESS					
TAX COMPLIANCE STATUS	TCS PIN:			CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	☐ Yes ☐ No	

[AN ORIGINAL 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?**	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		**TOTAL BID PRICE**	**R**
SIGNATURE OF BIDDER	………………………………	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED			

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		**TECHNICAL INFORMATION MAY BE DIRECTED TO:**	
DEPARTMENT	Supply Chain Management	DEPARTMENT	Finance
CONTACT PERSON	Madikgomo Ramonana	CONTACT PERSON	Ms. Tidimalo Nyokong
TELEPHONE NUMBER	082 920 3843	TELEPHONE NUMBER	016 450 3141 073 352 3692
E-MAIL ADDRESS	madikgomor@sedibeng.gov.za	E-MAIL ADDRESS	tidimalon@sedibeng.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. This bid is subject to the Preferential Procurement Policy Framework Act and The Preferential Procurement Regulations, 2017, The General Conditions Of Contract (GCC) and, if applicable, any other 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 the tax compliance status (TCS) certificate 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 Foreign suppliers must complete the pre-award questionnaire in part b: 3.

2.5 Bidders may also submit a printed TCS certificate together with the bid.

2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.

2.7 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 ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO ☐ N/A

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO ☐ N/A

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO ☐ N/A

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO ☐ N/A

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO ☐ N/A

If the answer is "NO" to all 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 above.

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

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE

SIGNATURE OF BIDDER: ……………………………………………

CAPACITY UNDER WHICH THIS BID IS SIGNED: ……………………………………………

DATE:……………………………………

Initial here

ATTACH SARS TAX CLEARANCE CERTIFICATE/PIN HERE

MBD2: DISCONTINUED MFMA CIRCULAR NO.90

Sedibeng District Municipality
P.O. Box 471
Vereeniging, 1930
Republic of South Africa
Tel: +27 66 472 7253

DEPARTMENT: SUPPLY CHAIN MANAGEMENT

CLEARANCE CERTIFICATE FOR WATER & LIGHTS

Section 38 (d) (i) of Municipal Supply Chain Regulations requires that the municipality must reject a bidder whose municipal rates and taxes are in arrears for more than three months.

The purpose of this form is to obtain prove that municipal services, rates and taxes of the service provider are not more than three months in arrears with the relevant municipality / landlord in the municipal area where the service provider conduct his / her business. **This form is to be completed only if the service provider's rates and taxes are not in arrears for more than three months.**

EACH BIDDER MUST COMPLETE THE BELOW CHECKLIST (*Please tick with X where appropriate*):

QUESTIONS		YES	NO
1. Is your municipal rates and taxes account up to date/current (not in arrears for more than three months)?			
2. If yes, please submit proof in the form of the **original or certified copy** of the bidder's municipal rates and taxes account.			
3. Does the bidder lease/rent the property where the business is situated?			
4. If yes provide the contact name and contact number of the lessor/landlord:			
Contact Name:	**Contact Number:**		
5. Please attach the copy of the lease agreement signed by the Landlord/ lessor and the tenant/lessee as proof.			

I (FULL NAMES), ____ OF (PHYSICAL ADDRESS) ____ being a Director / principal shareholder, owner of company[1] (COMPANY NAME): ____

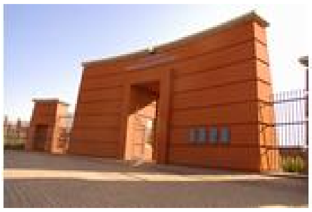
Hereby confirms that, the information submitted in this form is accurate, to the best of my knowledge.

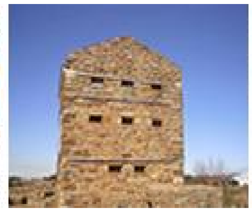
____

Signature

NB: IF YOU FAIL TO COMPLETE THIS FORM, PLEASE REGARD YOUR BID AS NON RESPONSIVE!

ATTACH UTILITIES ACCOUNT HERE




Tender description: Proposal for a Panel of Service Providers for the supply and delivery of Office Stationery and Cleaning Material on "as and when required basis" for Sedibeng District Municipality

Tender number: 8/2/3/1-2026

BACKGROUND:

The Sedibeng Municipality seeks to appoint capable, suitably qualified and experienced service providers to supply and delivery of general office stationery and cleaning materials for a period of twelve (12) months with an option to renew for another two (02) years subject to annual budget availability and annual performance assessment.

The successful bidders will be appointed to a panel and will be issued Purchase Orders based on the operational requirements, price competitiveness, and rotational system employed by the municipality throughout the contract duration. The municipality reserves the right to appoint multiple suppliers to this panel.

MUNICIPALITY'S OBJECTIVES:

The primary objective is to secure a continuous, reliable, and cost-effective supply of high-quality office stationery and cleaning materials to various departments and offices within the municipality's jurisdiction.

SCOPE OF WORK:

1. Bidders must provide detailed pricing against the items listed in the mandatory Pricing Schedule (Annexure A - Stationery; Annexure B - Cleaning Materials). The municipality reserves the right to order items not listed in the annexures, provided the appointed supplier is competitive and capable of sourcing the item.

   1.1. Bidder will supply **office stationery** ONLY tick ✓ for YES ☐ - Refer to Annexure A

   1.2. Bidder will supply **office cleaning material** ONLY tick ✓ for YES ☐ - Refer to Annexure B

1.3. Bidder will supply **office stationery** AND **cleaning material** tick ✓ for YES ☐ - Refer to Annexure A & B

2. The quantities indicated under the Pricing Schedule are for illustrative purposes only and will be used for bid evaluation purposes.
3. The contract will have deliveries of urgent requests on an "*as and when required basis*" and normal delivery must take place within three (03) working days after the official purchase order has been issued.
4. It is required of the service provider to deliver various Office Stationery items and/or Cleaning Materials to the official's office/work station as per the instructions on the Purchase Order.
5. Items not listed will be required as and when subject to approval by both parties
6. All items should be specified as per the attached lists marked as Annexure "A" and Annexure "B"

DELIVERY POINTS:

Delivery will be made at the following buildings of **SEDIBENG DISTRICT MUNICIPALITY** with their respective addresses:

- Vereeniging Main Office, corner of Beaconsfield Avenue & Leslie Street;
- Vereeniging, Vanderbijlpark, Meyerton and Heidelberg Licensing Departments;
- Vaal Teknorama Museum, Beethoven Street, Duncanville;
- Fresh Produce Market, Leeuwkil Drive; and
- Other contacts and addresses for delivery will be provided to the appointed supplier.

DURATION OF THE CONTRACT:

- The duration of the contract will be for a period of twelve (12) months with an option to renew annually for another two (02) years subject to budget availability and performance assessment. The successful bidder(s) will be further required to sign a service legal agreement with Sedibeng District Municipality.

STATED QUANTITIES

Please note that all quantities stated in the Pricing Schedule of this bid document are for illustrative purposes and to allow for evaluation of the bid submission. Due to the nature of these commodities, the Pricing Schedule will only reflect a quantity of one (01) next to each line item.

This quantity of one (01) is not an indication that the municipality only intends to buy one of each product.

However the quantity of one (01) is not an indication that the municipality is under any obligation to procure all of the indicated products or services stated in the Pricing Schedule during the duration of the contract.

Initial here ☐

CONTRACT PRICE ADJUSTMENTS:

- The successful bidder(s) pricing will be adjusted annually. The municipality will not accept any requests for price adjustments other than the adjustments stated above.
- Price adjustments will be done in accordance with the government's escalation formula as stated elsewhere in this document.

Price adjustments will be based on the following indices:

- CPIX Index
- PPI Index

NOTE TO BIDDERS

- Generic/ alternative brands will NOT be accepted without prior approval between both parties and is subject to non-availability of the specified brand;
- The pricing must be per unit of measure;
- Bidders are requested to indicate that their prices are fixed for the initial 12-month period and must be inclusive of all costs, including delivery, packaging, and applicable taxes;
- Bids submitted must be valid for 90 days; and
- Ordering Process: Orders will be placed via official Purchase Orders (PO) issued by the municipality. No goods delivered without a valid PO will be accepted or paid for. Goods may only be handed over to Sedibeng District Municipality official on producing an official municipal purchase order.
- Payment Terms: Payment will be made within 30 days of receipt of a valid tax invoice and the delivery note, provided the goods have been checked and accepted by the receiving department.
- Defective Goods: The supplier must immediately replace any goods found to be damaged, defective, or incorrectly supplied at no extra cost to the Institution.
- Panel Management: The municipality reserves the right to rotate orders among the appointed panel members to ensure fairness, monitor performance, and secure the best available pricing. Consistent poor performance (e.g., late delivery, substandard materials) may lead to immediate termination from the panel.

MINIMUM REQUIREMENTS

- Up to date utility account e.g. Municipal Rates & Taxes account or A Valid Lease Agreement (Please Note that if the Water and Lights statement is not in the company's name, kindly submit a lease Agreement between the company and the landlord);
- Note that if the Water and Lights statement is not in the company's name, kindly submit a Lease Agreement between the company and the landlord with the latest three (03) months proof of payment on the leased property or the property owner's latest utilities account statement.
- Proof of registration on Central Supplier Database (CSD);

- Tax compliance status PIN (to enable the municipality to verify the bidders tax compliance status)

EVALUATION CRITERIA:

The **80/20** evaluation criteria will apply to this tender. The tender will be evaluated on the following criteria:

VALUES: 1 = *POOR*; 2 = *AVERAGE*; 3 = *GOOD*; 4 = *VERY GOOD*; 5 = *EXCELLENT*

Item No.	**Evaluation Criteria Items 80 / 20 Principle**	**Weight**		
Phase 1: Administrative Compliance		The following compulsory statutory municipal bidding documents (MBD): • Completed MBD 1; • Valid Tax compliance status PIN; • Up to date utility account; • Proof of registration on Central Supplier Database (CSD); • Completed MBD 3; • Completed MBD 4; • Completed MBD 6; • Completed MBD 7; • Completed MBD 8; and • Completed MBD 9; • Technical response. Failure to comply with the administrative required documents will render your bid non responsive, and will lead to disqualification.		
Phase 2: Functionality				
No	**Category**	**Weight**	**Value** *(max. of 5 per criteria)*	**Score** = *(weight x value) (max. score of 500)*
1.	**PROVEN TRACK RECORD** 5 years & above = 5 3-4 years = 3 1-2 years = 1	40		
2.	**QUALITY OF PROPOSAL** A detailed company profile where clear reference is made to the company's core business. Is the presentation neat, readable and clear without obvious mistakes and inclusive of all the required information?	30		
3.	**CONTACTABLE REFERENCES ON SIMILAR WORK:** 3 or more Contactable References =5 Points 2 Contactable References =3 Points 1 Contactable Reference =1 Point	30		

1ST STAGE OF BID EVALUATION	FUNCTIONALITY TOTAL SCORE: 100%
	THRESHOLD (MINIMUM SCORE REQUIRED = 70%)
2ND STAGE OF BID EVALUATION	PRICE = 80
	SPECIFIC GOALS = 20

BID EVALUATION

The bid will be based on Point System 80:20 point system.

1ST STAGE	FUNCTIONALITY TOTAL SCORE : 100%
	THRESHOLD (MINIMUM SCORE REQUIRED = 70%)

2nd STAGE		**POINTS**
PRICE		80
SPECIFIC GOALS		20
Youth-owned *(BBBEE Certificate / Affidavit needed)*	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 point (0%)	
Person with Disability owned *(medical certificate needed)*	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 point (0%)	
Locality SEDIBENG GAUTENG OUTSIDE GAUTENG *(Municipal rates account/ Lease agreement needed)*	 4 points 1 point 0 point	
Women *(BBBEE Certificate / Affidavit needed)*	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 point (0%)	
51 % black owned *(BBBEE Certificate / Affidavit needed)*	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 point (0%)	
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS		**100**

CONTACT PERSON

Contact Person:	
Technical Enquiries	Ms. Tidimalo Nyokong Cell.: 073 352 3692 Email: TidimaloN@sedibeng.gov.za
Supply Chain Enquiries	Ms. Madikgomo Ramonana Cell: 082 920 3843 Tel.: MadikgomoR@sedibeng.gov.za

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
	Hard Cover Books				
1	3 Quire Counter Book (Feint & Margin)	A4 288 Pages	Black	1	**R**
2	Counter Book (Feint & Margin)	A4 128 Pages	Black	1	**R**
3	Memo Book	A6 96 Pages		1	**R**
4	1 Quire Double Ledger	A4 96 Pages	Black	1	**R**
5	2 Quire Double Ledger	A4 192 Pages	Black	1	**R**
6	Short-hand note book	A5 144 Pages	Black	1	**R**
7	Hard Cover	A5		1	**R**
	Examinations Pads				
8	Punched	A4 80 Pages	Black	1	**R**
9	Unpunched	A4 80 Pages		1	**R**
	Soft Cover Exercise Book				
10	College Exercise Book	A4 32 Pages		1	**R**
11	College Exercise Book	A4 72 Pages	Black/Brown	1	**R**
	Diaries				
12	Page-a-Day	A4 Size		1	**R**
13	Desk Calenders (20xx)			1	**R**
14	Desk REFILL (20xx)			1	**R**
15	Week to View	A4 Size(20xx)	Black	1	**R**
16	Page-a-Day	A5 Size(20xx)		1	**R**
17	Week to View	A5 Size(20xx)		1	**R**
	Calculators				
18	12 Digit Two Way Power Soft Touch			1	**R**
19	12 Digit Two Way Power			1	**R**
20	12 Digit Big display Two way Power			1	**R**
21	Hand Held Calculator 8 Digit			1	**R**
22	Hand Held Calculator 8 Digit			1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
23	Hand Held Calculator 10 Digit			1	**R**
24	Scientific Calculator 12 Digit			1	**R**
	Data Storages				
25	CD-R (5 per pack)	24 x 700MB		1	**R**
26	CD-R (10 per pack)	24 x 700MB	White	1	**R**
27	CD-R (5 per pack)	700 MB		1	**R**
28	CD-RW (10 per pack)	700 MB	White	1	**R**
29	Memory Stick	256 MB		1	**R**
30	Memory Stick	512 MB		1	**R**
31	Memory Stick 1G	1G		1	**R**
32	Memory Stck	8G		1	**R**
33	Memory Stick	2G	Black	1	**R**
	Scissors				
34	Office Scissor	215 mm	Black	1	**R**
35	Office Scissor Large Handle	ea		1	**R**
36	Maped Scissor	18cm		1	**R**
37	Maped Scissor	25cm		1	**R**
38	Maped Scissor	21cm		1	**R**
	Clips & Fasteners				
39	Push Pins Box	40 pins	Blue	1	**R**
40	Paper Clips Nickel 25mm Box	100 clips	Silver	1	**R**
41	Paper Clips Nickel 33mm Box	100 clips	Sil;ver	1	**R**
42	Paper Clips Nickel 50mm Giant Box	100 clips		1	**R**
43	Paper Clips 3025mm	100 clips		1	**R**
44	Filing Laces (Pack 100's)	Size 40		1	**R**
45	Filing Laces (Pack 100's)	Size 60		1	**R**
	Staplers				
46	Half Strip Metal Stapler	ea		1	**R**
47	Economy Metal Stapler	ea		1	**R**
48	Heavy Duty Stapler	ea		1	**R**
49	Standard Staple Remover	ea		1	**R**
50	Powerease Proton - Half strip Plastic Stapler		Silver Blue	1	**R**
51	Standard 100 half strip metal stapler		Black	1	**R**
	Staples				
52	Box of 5000	NO. 56		1	**R**
53	Box of 5000	No. 68		1	**R**
54	Box of 5000	26/6 (Boxes)		1	**R**
55	Box of 5000	23/10		1	**R**
56	Box of 5000	NO. 66/14		1	**R**
	Punches				
57	12 Sheet Capacity	1.25mm	Black	1	**R**
58	36 Sheet Capacity	3.6mm	Black	1	**R**
59	63 Sheet Capacity	6.3mm	Black	1	**R**
60	A4 plastic pocket -multi punched	Pack/100		1	**R**
61	Wood Base Heavy Duty Punch	ea		1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
	Filling				
62	Lever Arch Files	ea	Black	1	**R**
63	Lever Arch Files (Small)	box		1	**R**
64	Lever Arch Files (Slim type)	ea (40mm)		1	**R**
65	Magazine Boxes	ea		1	**R**
66	Polypropylene Document wallets	Orage and Yellow		1	**R**
67	lever Arch filesPolyproylene range			1	**R**
68	Suspension Files (A4)	ea		1	**R**
69	Dividers (5 Tab Divider)	A4	Muliti colour	1	**R**
70	Dividers (10 Tab Divider)	A4 PVC	Muliti colour	1	**R**
71	Dividers Polyproylene A-Z	A4		1	**R**
72	Archive Box (Front Opening)	ea		1	**R**
73	Archive Box (Side Opening)	ea		1	**R**
74	Plastic Lever Arch Files Big Size	ea		1	**R**
75	Quotation Files	Packs	Assorted	1	**R**
76	Suspension files crystal tags			1	**R**
77	Tidy Archive box(copyright ref no.07002)			1	**R**
78	Tidy files (Ref: LF71001)			1	**R**
	Writing Instruments				
79	Medium Point Ball Pen (black) 50 per box	50 per Box	Black	1	**R**
80	Medium Point Ball Pen	50 per Box	Red	1	**R**
81	fine point ball pen	50 per Box	black	1	**R**
82	fine point ball pen	50 per Box	Red	1	**R**
83	Medium Point Ball Pen	50 per Box	Blue	1	**R**
84	Wood Free Pencil	12 per Box		1	**R**
85	Wooden Pencil	each		1	**R**
86	0.5mm Clutch Pencil	12 per Box		1	**R**
87	0.5mm standard refill leads (12 leads per tube)	tube		1	**R**
88	Pentel Superb ball point	12 per Box	Black	1	**R**
89	Pentel Superb ball point	12 per Box	Red	1	**R**
90	Pilot Pen (BL-G2-7) 0.7	box of 12	Black	1	**R**
91	Pilot pens gel 0.5 medium	box of 12	black	1	**R**
92	Pilot pens gel 0.5 medium	box of 12	Red	1	**R**
93	Office pencils HB			1	**R**
94	pantel BK 77Superb black pens	box		1	**R**
95	Hybrid Gel roller pen	black		1	**R**
	Markers				
96	Bullet Point Permanent Marker	ea	Black	1	**R**
97	Bullet Point Permanent Marker	ea	Blue	1	**R**
98	Bullet Point Permanent Marker	ea	Black (Medium & Fine)	1	**R**
99	Bullet Point Permanent Marker	ea	Red	1	**R**

Initial here

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
100	Bullet Point White Board Marker	2mm line width		1	**R**
101	Bullet Point White Board Marker	ea	Black	1	**R**
102	Bullet Point White Board Marker	ea	Blue	1	**R**
103	Bullet Point White Board Marker	ea	Red	1	**R**
104	White Board Markers	5 Black	10 Assorted	1	**R**
105	Bullet Point White Board Marker	ea		1	**R**
106	Highlighters	box	Assorted	1	**R**
	Correction Pens				**R**
107	Multi-purpose correction fluid	18ml		1	**R**
108	Fine Point Correction Pen	ea		1	**R**
109	Liquid Paper Dryline	ea		1	**R**
	Printing/Copy Paper				
110	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	White	1	**R**
111	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Blue	1	**R**
112	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Yellow	1	**R**
113	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Pink	1	**R**
114	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Green	1	**R**
115	80 gsm 500 sheets per Ream (5 Reams per Box)	A3 Box	White	1	**R**
116	Certificate Papers		White	1	**R**
	Envelopes				
117	C4 Envelopes 324mmx229mm (250 in box)	Box	Brown	1	**R**
118	C4 Envelopes 324mmx229mm (250 in box)	Box	White	1	**R**
119	C5 Envelopes 229mmx162mm (500 in box)	Box	Brown	1	**R**
120	C5 Envelopes 229mmx162mm (500 in box)	Box	White	1	**R**
121	Envelope 110mmx220mm (500 in box)	Box	Brown	1	**R**
122	Window Envelope 110mmx220mm (500 in box)	Box	Brown	1	**R**
123	A4 Interoffice Envelopes	Box	Brown	1	**R**
124	B4 Envelopes	Box		1	**R**
125	Message book			1	**R**
	Others				
126	1-Hole Metal Pencil Sharpener	ea		1	**R**
127	2-Hole Metal Pencil Sharpener	ea		1	**R**
128	Plastic Magnets	ea		1	**R**
129	Ruler	30cm		1	**R**
130	Ruler	15cm		1	**R**
131	Finger Cones	ea		1	**R**
132	Rubber Bands	100g Box		1	**R**
133	Rubber Bands	500g Box		1	**R**
134	Standard Staple Remover	ea		1	**R**
135	Post it flags	38mmx50mm	Assorted 12 per pack	1	**R**
136	Post-it Notes	73mmx73mm		1	**R**
137	Glue Stick	9gm		1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
138	Glue Stick	21gm		1	**R**
139	Glue Stick	40gm		1	**R**
140	Tape Broad Clear	Each Rolls		1	**R**
141	Prestik	100gr		1	**R**
142	Stamp pad ink	30ml	Black	1	**R**
143	Stamp pad ink	30ml	Red	1	**R**
144	Stamp pad ink	30ml	Green	1	**R**
145	Stamp pad ink	30ml	Blue	1	**R**
146	Pencil erasers	ea	20 per box	1	**R**
147	Key ring with plastic tag	ea	Blue	1	**R**
148	Memo cube refill	ea	Rainbow	1	**R**
149	Memo cube holder	ea	Blue	1	**R**
150	A4 hand film writing carbon	pad	Blue	1	**R**
151	Board chalk	Box/100	white	1	**R**
152	A4 flat folders	ea	Green	1	**R**
153	A4 flip files-10 pocket	ea		1	**R**
154	A4 flip files-30 pocket	ea		1	**R**
155	A4 plastic pocket -multi punched	pack/100		1	**R**
156	Analysis Book JD6041			1	**R**
157	Analysis Book JD70141			1	**R**
158	Laminating pouches	A7		1	**R**
159	Laminating pouches	65 X 95 mm (Boxes)A4	Smil micron	1	**R**
160	Masking tape			1	**R**
161	Zip Lock Plastick Bags	18 X 26 cm (250 Per Pack)		1	**R**
162	Business Card Folder	ea		1	**R**
163	Desk cube Refills	ea		1	**R**
164	Eyeline Computer Paper	216 X 368 mm		1	**R**
165	Computer Paper	280/240		1	**R**
166	DC Fix	10m Rolls		1	**R**
167	A4 Envelope Type folder			1	**R**
168	Pocket Oxford Dictionary New Edition Big Size	NB A4 size		1	**R**
169	Desk cube Container		Blue	1	**R**
170	Pencil/Pens Holder		Blue	1	**R**
171	Grayon	Box	Assorted	1	**R**
172	Colouring Pens	Box	Assorted	1	**R**
173	Flip Chart Paper			1	**R**
174	Flip Chart Paper Stand			1	**R**
175	White Board Cleaner			1	**R**
176	Sellotape	18mm x 66m	Clear	1	**R**
177	Sellotape packaging tape	48mm x 50m	Clear	1	**R**
178	Secure Red Tape	35mm x 33m	Red	1	**R**
179	Name Stickers	Box		1	**R**
180	Small recording cassettes			1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
181	Plastic Sleeves			1	**R**
182	Laminating machine A3 Size			1	**R**
183	NT Cutter			1	**R**
184	CD Labeling	Box		1	**R**
185	DVD's RW 10 gigabytes	Packs of 100		1	**R**
186	Presentation files			1	**R**
187	Liquid Paper Dryline			1	**R**
188	A4 Envelope Type folder			1	**R**
189	$ Donay swingclip files FLA 55E24m-38			1	**R**
190	Wooden letter trays			1	**R**
191	Plastic letter trays	set of 3		1	**R**
192	Pritt (40g)			1	**R**
193	Transparent self adhesive cover gloss	Pack of 100		1	**R**
194	Filling Box			1	**R**
195	white board			1	**R**
196	hard Cover sheet			1	**R**
197	pen and pencil sets			1	**R**
198	Stopwatch	each		1	**R**
199	External Hard drive	250GB		1	**R**
200	PVC files	each		1	**R**
201	File Fastners	each		1	**R**
202	Standard Plastc clad Stapler	each		1	**R**
203	Hybrid Gel Grip	box	Black	1	**R**
204	Deli no 1601 calculator	each		1	**R**
205	AA Batteries	pack of 8		1	**R**
206	AAA Batteries	pack of 8		1	**R**
207	2025 Batteries	each		1	**R**
208	2032 Batteries	each		1	**R**
209	Clip Boards (masonite)	per pack		1	**R**
210	A4 Fist Folder	pack	Green	1	**R**
211	Paper Punch	each		1	**R**
212	Trodat Printy 4750 date stamp with the date PROCESSED		Black	1	**R**
213	Rexel Ecodex Sorter (See Picture)		Black	1	**R**
214	Parcel Delivery Book	Pack of 6		1	**R**
215	flags1 in/po x1.7inpo 25,4mm x 43.2mm			1	**R**
216	Prestick	100 gr		1	**R**
217	Page numbering machine			1	**R**
218	Tipex Fine Correction pen 5mm			1	**R**
219	Plastic Folder with clear front	A4	Orange	1	**R**
220	Plastic Folder with clear front	A4	Yellow	1	**R**
221	Plastic Folder with clear front	A4	purple	1	**R**
222	Plastic Folder with clear front	A4	red	1	**R**
223	Binder clips	15mm (box of 12)		1	**R**
224	Binder clips	25mm (box of 12)		1	**R**

Annexure " A"					
	Item	Unit of Measure	Colour	Quantity	Price
225	Binder clips	32mm (box of 12)		1	**R**
226	Binder clips	41mm (box of 12)		1	**R**
227	Binder clips	51mm (box of 12)		1	**R**
228	Self adhesive notes	76mm x14mm		1	**R**
229	paper Cutter(Guillotine)	18 X 15(460 X 380MM)		1	**R**
230	String	toin		1	**R**
231	Zip Lock Plastick Bags	A5		1	**R**
232	Zip Lock Plastick Bags	A4		1	**R**
233	Small (Zip Lock Plastick Bags) bank card size			1	**R**
234	File Fastners	Pronged metal with locking clamp		1	**R**
235	Concertina file			1	**R**
236	Croxley rubber bands	Big size (No38)		1	**R**
237	Filofax refill	Size ref: week to view		1	**R**
238	Carry folders - Transparent plastic document wallet with front closing Press Stud	A4		1	**R**
239	Date Stamp	Pre-inked ,round		1	**R**
240	High-back leather look chair (140 kg capacity, swivel and tilt)	Each	Black	1	**R**
241	Visitors sleigh base chair (120 kg capacity, round metal sleigh base)	Each	Black	1	**R**
242	Rickstacker steel 4-legged stackable chair 41 cm wide	Each	Black	1	**R**
243	Metal stationery cupboard, 4 adjustable shelves	900 (W) x 1800 (H) x 450 (D)	Ivory Karoo	1	**R**
244	4 Drawer filing cabinet with hangrails and central lock weight 27kg	470 (W) x 710 (H) x 630 (D)	Ivory Karoo	1	**R**
245	Trolley laptop bag 16 inch	Each	Black	1	**R**
246	3 compartment 16-inch laptop backback	Each	Black	1	**R**
247	A4 offsite storage kraft box with lid TF-080040	Each	Kraft	1	**R**
			TOTAL	**247**	**R**

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Annexure "B"

Item No.	Description	Unit of Measure	Quantity	Price
C000002107	SUNLIGHT DISHWASHING LIQUID	750ml	1	R
C000002108	DOMESTOS THICK BLEACH	750ml	1	R
C000002109	PLEDGE FURNITURE POLISH	400ml	1	R
C000002111	BRASSO METAL POLISH	200ml	1	R
C000002112	2-PLY TOILET PAPER	48's	1	R
C000002113	URN KETTLE CLEANER	Each	1	R
C000002114	WASHING POWDER	1kg	1	R
C000002153	MAG BROOM WITH HANDLES	Each	1	R
C000002154	INDUSTRIAL MEGA MOPS	Each	1	R
C000002155	INDUSTRIAL FLOOR LIQUID	5lt	1	R
C000002156	NON-BUFF LIQUID FLOOR POLISH	5lt	1	R
C000002157	HAND SANITIZER	500ml	1	R
C000002158	MUTTON CLOTH	500gr	1	R
C000002159	GLOVES HEAVY DUTY	pair	1	R
C000002171	FEATHER DUSTERS - LONG HANDLE	Each	1	R
C000002172	FEATHER DUSTERS - SHORT HANDLE	Each	1	R
C000002173	HEAVY DUTY REFUSE BAG NORMAL	pack of 20	1	R
C000002174	HEAVY DUTY REFUSE BAGS LARGE	pack of 20	1	R
C000002175	FLOOR SQUEEGEE	Each	1	R
C000002176	CAUTION (WET FLOOR) SIGN	Each	1	R
C000002177	HANDY ANDY AMMONIA CLEANER	750ml	1	R
C000002178	JIK THIN BLEACH	750ml	1	R
C000002179	FURNITURE POLISH	400ml	1	R
C000002182	DISH CLOTH	Pack of 3	1	R
C000002183	TOILET BOWL LIQUID CLEANER	750ml	1	R
C000002184	BUCKET TROLLEY	Each	1	R
C000002185	PLASTIC BUCKET	Each	1	R
C000002186	TILE AND FLOOR CLEANER	750ml	1	R
C000002187	AIR FRESHNER	400ml	1	R
C000002188	SCRUBBING HAND PADS	Pack of 5	1	R
C000002189	DRAIN CLEANER	2lt	1	R
C000002247	DUST MASK	Box of 20	1	R
C000002269	DISH SWABS	Pack of 10	1	R
C000002270	DUST PAN SET WITH BROOM	Each	1	R
C000002271	INSECT KILLER	300ml	1	R
C000002272	LONG HAIR MOP	Each	1	R
C000002273	PINE GEL	2lt	1	R
C000002274	HOUSEHOLD GLOVES	pair	1	R
C000002276	N95 DUCKBILL MASK	Box of 20	1	R
C000002277	JEYES FLUID DISNFECTANT CLEANER	750ml	1	R

Annexure "B"

Item No.	Description	Unit of Measure	Quantity	Price
C000002278	HANDTOWEL COTTON	Each	1	R
C000002279	DEO BLOCK FOR TOILET	1kg	1	R
C000002283	WET WIPES	Pack of 100	1	R
C000002284	HOUSEHOLD BROOM	Each	1	R
C000002408	WINDOW CLEANER	750ml	1	R
C000002409	DISINFECTANT WET WIPES	Pack of 100	1	R
C000002430	WEED KILLER	25lt	1	R
C000002440	SNAKE REPELLENT	5lt	1	R
C000002508	THICK BLEACH DISINFECTANT	750ml	1	R
C000002529	METHYLATED SPIRIT	750ml	1	R
C000002600	PROTECTIVE EYE WEAR	Each	1	R
C000002607	DISH TOWEL	Each	1	R
C000002608	FLOOR STRIPPER	2lt	1	R
C000002609	MICRO FIBRE CLOTH	Pack of 10	1	R
C000002612	BUCKET	Each	1	R
C000002618	FLOOR MOPS	Each	1	R
C000002619	TOILET BRUSH AND HOLDERS	Per set	1	R
C000002630	DISH SPONGES PER PACKET	Pack of 5	1	R
C000002631	YELLOW DUSTER	Pack of 5	1	R
C000002635	WINDOLENE WINDOW CLEANER	750ml	1	R
C000002638	WOODGLO OIL FOR FURNITURE	200ml	1	R
C000002639	SILVER METAL POLISH	200ml	1	R
C000002640	STA SOFT	2lt	1	R
C000002685	RAINBOW FACIAL TISSUES	Box of 180	1	R
C000002710	BATHROOM CLEANER 5L	5lt	1	R
C000002712	CARPET BROOM	Each	1	R
C000002713	WASH AND WAX 2L	2lt	1	R
C000002714	YELLOW DUST CLOTH (30X30CM)	Pack of 5	1	R
C000002715	ALL PURPOSE CLEANER MR MUSCLE	750ml	1	R
		TOTAL	**69**	**R**

MBD 3.1

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: **8/2/3/1-2026**
Closing Time: **12H00** Closing Date Friday**, 05 June 2026**	
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.	

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
	Hard Cover Books				
1	3 Quire Counter Book (Feint & Margin)	A4 288 Pages	Black	1	**R**
2	Counter Book (Feint & Margin)	A4 128 Pages	Black	1	**R**
3	Memo Book	A6 96 Pages		1	**R**
4	1 Quire Double Ledger	A4 96 Pages	Black	1	**R**
5	2 Quire Double Ledger	A4 192 Pages	Black	1	**R**
6	Short-hand note book	A5 144 Pages	Black	1	**R**
7	Hard Cover	A5		1	**R**
	Examinations Pads				
8	Punched	A4 80 Pages	Black	1	**R**
9	Unpunched	A4 80 Pages		1	**R**
	Soft Cover Exercise Book				
10	College Exercise Book	A4 32 Pages		1	**R**
11	College Exercise Book	A4 72 Pages	Black/Brown	1	**R**
	Diaries				
12	Page-a-Day	A4 Size		1	**R**
13	Desk Calenders (20xx)			1	**R**
14	Desk REFILL (20xx)			1	**R**
15	Week to View	A4 Size(20xx)	Black	1	**R**
16	Page-a-Day	A5 Size(20xx)		1	**R**
17	Week to View	A5 Size(20xx)		1	**R**
	Calculators				
18	12 Digit Two Way Power Soft Touch			1	**R**

Annexure " A"					
	Item	Unit of Measure	Colour	Quantity	Price
19	12 Digit Two Way Power			1	**R**
20	12 Digit Big display Two way Power			1	**R**
21	Hand Held Calculator 8 Digit			1	**R**
22	Hand Held Calculator 8 Digit			1	**R**
23	Hand Held Calculator 10 Digit			1	**R**
24	Scientific Calculator 12 Digit			1	**R**
	Data Storages				
25	CD-R (5 per pack)	24 x 700MB		1	**R**
26	CD-R (10 per pack)	24 x 700MB	White	1	**R**
27	CD-R (5 per pack)	700 MB		1	**R**
28	CD-RW (10 per pack)	700 MB	White	1	**R**
29	Memory Stick	256 MB		1	**R**
30	Memory Stick	512 MB		1	**R**
31	Memory Stick 1G	1G		1	**R**
32	Memory Stck	8G		1	**R**
33	Memory Stick	2G	Black	1	**R**
	Scissors				
34	Office Scissor	215 mm	Black	1	**R**
35	Office Scissor Large Handle	ea		1	**R**
36	Maped Scissor	18cm		1	**R**
37	Maped Scissor	25cm		1	**R**
38	Maped Scissor	21cm		1	**R**
	Clips & Fasteners				
39	Push Pins Box	40 pins	Blue	1	**R**
40	Paper Clips Nickel 25mm Box	100 clips	Silver	1	**R**
41	Paper Clips Nickel 33mm Box	100 clips	Sil;ver	1	**R**
42	Paper Clips Nickel 50mm Giant Box	100 clips		1	**R**
43	Paper Clips 3025mm	100 clips		1	**R**
44	Filing Laces (Pack 100's)	Size 40		1	**R**
45	Filing Laces (Pack 100's)	Size 60		1	**R**
	Staplers				
46	Half Strip Metal Stapler	ea		1	**R**
47	Economy Metal Stapler	ea		1	**R**
48	Heavy Duty Stapler	ea		1	**R**
49	Standard Staple Remover	ea		1	**R**
50	Powerease Proton - Half strip Plastic Stapler		Silver Blue	1	**R**
51	Standard 100 half strip metal stapler		Black	1	**R**
	Staples				
52	Box of 5000	NO. 56		1	**R**
53	Box of 5000	No. 68		1	**R**
54	Box of 5000	26/6 (Boxes)		1	**R**
55	Box of 5000	23/10		1	**R**
56	Box of 5000	NO. 66/14		1	**R**
	Punches				
57	12 Sheet Capacity	1.25mm	Black	1	**R**

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Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
58	36 Sheet Capacity	3.6mm	Black	1	**R**
59	63 Sheet Capacity	6.3mm	Black	1	**R**
60	A4 plastic pocket -multi punched	Pack/100		1	**R**
61	Wood Base Heavy Duty Punch	ea		1	**R**
	Filling				
62	Lever Arch Files	ea	Black	1	**R**
63	Lever Arch Files (Small)	box		1	**R**
64	Lever Arch Files (Slim type)	ea (40mm)		1	**R**
65	Magazine Boxes	ea		1	**R**
66	Polypropylene Document wallets	Orage and Yellow		1	**R**
67	lever Arch filesPolyproylene range			1	**R**
68	Suspension Files (A4)	ea		1	**R**
69	Dividers (5 Tab Divider)	A4	Muliti colour	1	**R**
70	Dividers (10 Tab Divider)	A4 PVC	Muliti colour	1	**R**
71	Dividers Polyproylene A-Z	A4		1	**R**
72	Archive Box (Front Opening)	ea		1	**R**
73	Archive Box (Side Opening)	ea		1	**R**
74	Plastic Lever Arch Files Big Size	ea		1	**R**
75	Quotation Files	Packs	Assorted	1	**R**
76	Suspension files crystal tags			1	**R**
77	Tidy Archive box(copyright ref no.07002)			1	**R**
78	Tidy files (Ref: LF71001)			1	**R**
	Writing Instruments				
79	Medium Point Ball Pen (black) 50 per box	50 per Box	Black	1	**R**
80	Medium Point Ball Pen	50 per Box	Red	1	**R**
81	fine point ball pen	50 per Box	black	1	**R**
82	fine point ball pen	50 per Box	Red	1	**R**
83	Medium Point Ball Pen	50 per Box	Blue	1	**R**
84	Wood Free Pencil	12 per Box		1	**R**
85	Wooden Pencil	each		1	**R**
86	0.5mm Clutch Pencil	12 per Box		1	**R**
87	0.5mm standard refill leads (12 leads per tube)	tube		1	**R**
88	Pentel Superb ball point	12 per Box	Black	1	**R**
89	Pentel Superb ball point	12 per Box	Red	1	**R**
90	Pilot Pen (BL-G2-7) 0.7	box of 12	Black	1	**R**
91	Pilot pens gel 0.5 medium	box of 12	black	1	**R**
92	Pilot pens gel 0.5 medium	box of 12	Red	1	**R**
93	Office pencils HB			1	**R**
94	pantel BK 77Superb black pens	box		1	**R**
95	Hybrid Gel roller pen	black		1	**R**
	Markers				
96	Bullet Point Permanent Marker	ea	Black	1	**R**
97	Bullet Point Permanent Marker	ea	Blue	1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
98	Bullet Point Permanent Marker	ea	Black (Medium & Fine)	1	**R**
99	Bullet Point Permanent Marker	ea	Red	1	**R**
100	Bullet Point White Board Marker	2mm line width		1	**R**
101	Bullet Point White Board Marker	ea	Black	1	**R**
102	Bullet Point White Board Marker	ea	Blue	1	**R**
103	Bullet Point White Board Marker	ea	Red	1	**R**
104	White Board Markers	5 Black	10 Assorted	1	**R**
105	Bullet Point White Board Marker	ea		1	**R**
106	Highlighters	box	Assorted	1	**R**
	Correction Pens				**R**
107	Multi-purpose correction fluid	18ml		1	**R**
108	Fine Point Correction Pen	ea		1	**R**
109	Liquid Paper Dryline	ea		1	**R**
	Printing/Copy Paper				
110	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	White	1	**R**
111	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Blue	1	**R**
112	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Yellow	1	**R**
113	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Pink	1	**R**
114	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Green	1	**R**
115	80 gsm 500 sheets per Ream (5 Reams per Box)	A3 Box	White	1	**R**
116	Certificate Papers		White	1	**R**
	Envelopes				
117	C4 Envelopes 324mmx229mm (250 in box)	Box	Brown	1	**R**
118	C4 Envelopes 324mmx229mm (250 in box)	Box	White	1	**R**
119	C5 Envelopes 229mmx162mm (500 in box)	Box	Brown	1	**R**
120	C5 Envelopes 229mmx162mm (500 in box)	Box	White	1	**R**
121	Envelope 110mmx220mm (500 in box)	Box	Brown	1	**R**
122	Window Envelope 110mmx220mm (500 in box)	Box	Brown	1	**R**
123	A4 Interoffice Envelopes	Box	Brown	1	**R**
124	B4 Envelopes	Box		1	**R**
125	Message book			1	**R**
	Others				
126	1-Hole Metal Pencil Sharpener	ea		1	**R**
127	2-Hole Metal Pencil Sharpener	ea		1	**R**
128	Plastic Magnets	ea		1	**R**
129	Ruler	30cm		1	**R**
130	Ruler	15cm		1	**R**
131	Finger Cones	ea		1	**R**
132	Rubber Bands	100g Box		1	**R**
133	Rubber Bands	500g Box		1	**R**
134	Standard Staple Remover	ea		1	**R**

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Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
135	Post it flags	38mmx50mm	Assorted 12 per pack	1	**R**
136	Post-it Notes	73mmx73mm		1	**R**
137	Glue Stick	9gm		1	**R**
138	Glue Stick	21gm		1	**R**
139	Glue Stick	40gm		1	**R**
140	Tape Broad Clear	Each Rolls		1	**R**
141	Prestik	100gr		1	**R**
142	Stamp pad ink	30ml	Black	1	**R**
143	Stamp pad ink	30ml	Red	1	**R**
144	Stamp pad ink	30ml	Green	1	**R**
145	Stamp pad ink	30ml	Blue	1	**R**
146	Pencil erasers	ea	20 per box	1	**R**
147	Key ring with plastic tag	ea	Blue	1	**R**
148	Memo cube refill	ea	Rainbow	1	**R**
149	Memo cube holder	ea	Blue	1	**R**
150	A4 hand film writing carbon	pad	Blue	1	**R**
151	Board chalk	Box/100	white	1	**R**
152	A4 flat folders	ea	Green	1	**R**
153	A4 flip files-10 pocket	ea		1	**R**
154	A4 flip files-30 pocket	ea		1	**R**
155	A4 plastic pocket -multi punched	pack/100		1	**R**
156	Analysis Book JD6041			1	**R**
157	Analysis Book JD70141			1	**R**
158	Laminating pouches	A7		1	**R**
159	Laminating pouches	65 X 95 mm (Boxes)A4	Smil micron	1	**R**
160	Masking tape			1	**R**
161	Zip Lock Plastick Bags	18 X 26 cm (250 Per Pack)		1	**R**
162	Business Card Folder	ea		1	**R**
163	Desk cube Refills	ea		1	**R**
164	Eyeline Computer Paper	216 X 368 mm		1	**R**
165	Computer Paper	280/240		1	**R**
166	DC Fix	10m Rolls		1	**R**
167	A4 Envelope Type folder			1	**R**
168	Pocket Oxford Dictionary New Edition Big Size	NB A4 size		1	**R**
169	Desk cube Container		Blue	1	**R**
170	Pencil/Pens Holder		Blue	1	**R**
171	Grayon	Box	Assorted	1	**R**
172	Colouring Pens	Box	Assorted	1	**R**
173	Flip Chart Paper			1	**R**
174	Flip Chart Paper Stand			1	**R**
175	White Board Cleaner			1	**R**

Initial here

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
176	Sellotape	18mm x 66m	Clear	1	**R**
177	Sellotape packaging tape	48mm x 50m	Clear	1	**R**
178	Secure Red Tape	35mm x 33m	Red	1	**R**
179	Name Stickers	Box		1	**R**
180	Small recording cassettes			1	**R**
181	Plastic Sleeves			1	**R**
182	Laminating machine A3 Size			1	**R**
183	NT Cutter			1	**R**
184	CD Labeling	Box		1	**R**
185	DVD's RW 10 gigabytes	Packs of 100		1	**R**
186	Presentation files			1	**R**
187	Liquid Paper Dryline			1	**R**
188	A4 Envelope Type folder			1	**R**
189	$ Donay swingclip files FLA 55E24m-38			1	**R**
190	Wooden letter trays			1	**R**
191	Plastic letter trays	set of 3		1	**R**
192	Pritt (40g)			1	**R**
193	Transparent self adhesive cover gloss	Pack of 100		1	**R**
194	Filling Box			1	**R**
195	white board			1	**R**
196	hard Cover sheet			1	**R**
197	pen and pencil sets			1	**R**
198	Stopwatch	each		1	**R**
199	External Hard drive	250GB		1	**R**
200	PVC files	each		1	**R**
201	File Fastners	each		1	**R**
202	Standard Plastc clad Stapler	each		1	**R**
203	Hybrid Gel Grip	box	Black	1	**R**
204	Deli no 1601 calculator	each		1	**R**
205	AA Batteries	pack of 8		1	**R**
206	AAA Batteries	pack of 8		1	**R**
207	2025 Batteries	each		1	**R**
208	2032 Batteries	each		1	**R**
209	Clip Boards (masonite)	per pack		1	**R**
210	A4 Fist Folder	pack	Green	1	**R**
211	Paper Punch	each		1	**R**
212	Trodat Printy 4750 date stamp with the date PROCESSED		Black	1	**R**
213	Rexel Ecodex Sorter (See Picture)		Black	1	**R**
214	Parcel Delivery Book	Pack of 6		1	**R**
215	flags1 in/po x1.7inpo 25,4mm x 43.2mm			1	**R**
216	Prestick	100 gr		1	**R**
217	Page numbering machine			1	**R**
218	Tipex Fine Correction pen 5mm			1	**R**
219	Plastic Folder with clear front	A4	Orange	1	**R**

Annexure " A"					
	Item	Unit of Measure	Colour	Quantity	Price
220	Plastic Folder with clear front	A4	Yellow	1	**R**
221	Plastic Folder with clear front	A4	purple	1	**R**
222	Plastic Folder with clear front	A4	red	1	**R**
223	Binder clips	15mm (box of 12)		1	**R**
224	Binder clips	25mm (box of 12)		1	**R**
225	Binder clips	32mm (box of 12)		1	**R**
226	Binder clips	41mm (box of 12)		1	**R**
227	Binder clips	51mm (box of 12)		1	**R**
228	Self adhesive notes	76mm x14mm		1	**R**
229	paper Cutter(Guillotine)	18 X 15(460 X 380MM)		1	**R**
230	String	toin		1	**R**
231	Zip Lock Plastick Bags	A5		1	**R**
232	Zip Lock Plastick Bags	A4		1	**R**
233	Small (Zip Lock Plastick Bags) bank card size			1	**R**
234	File Fastners	Pronged metal with locking clamp		1	**R**
235	Concertina file			1	**R**
236	Croxley rubber bands	Big size (No38)		1	**R**
237	Filofax refill	Size ref: week to view		1	**R**
238	Carry folders - Transparent plastic document wallet with front closing Press Stud	A4		1	**R**
239	Date Stamp	Pre-inked ,round		1	**R**
240	High-back leather look chair (140 kg capacity, swivel and tilt)	Each	Black	1	**R**
241	Visitors sleigh base chair (120 kg capacity, round metal sleigh base)	Each	Black	1	**R**
242	Rickstacker steel 4-legged stackable chair 41 cm wide	Each	Black	1	**R**
243	Metal stationery cupboard, 4 adjustable shelves	900 (W) x 1800 (H) x 450 (D)	Ivory Karoo	1	**R**
244	4 Drawer filing cabinet with hangrails and central lock weight 27kg	470 (W) x 710 (H) x 630 (D)	Ivory Karoo	1	**R**
245	Trolley laptop bag 16 inch	Each	Black	1	**R**
246	3 compartment 16-inch laptop backback	Each	Black	1	**R**
247	A4 offsite storage kraft box with lid TF-080040	Each	Kraft	1	**R**
			TOTAL	**247**	**R**

Annexure “B”

Item No.	Description	Unit of Measure	Quantity	Price
C000002107	SUNLIGHT DISHWASHING LIQUID	750ml	1	R

Annexure “B”

Item No.	Description	Unit of Measure	Quantity	Price
C000002108	DOMESTOS THICK BLEACH	750ml	1	R
C000002109	PLEDGE FURNITURE POLISH	400ml	1	R
C000002111	BRASSO METAL POLISH	200ml	1	R
C000002112	2-PLY TOILET PAPER	48's	1	R
C000002113	URN KETTLE CLEANER	Each	1	R
C000002114	WASHING POWDER	1kg	1	R
C000002153	MAG BROOM WITH HANDLES	Each	1	R
C000002154	INDUSTRIAL MEGA MOPS	Each	1	R
C000002155	INDUSTRIAL FLOOR LIQUID	5lt	1	R
C000002156	NON-BUFF LIQUID FLOOR POLISH	5lt	1	R
C000002157	HAND SANITIZER	500ml	1	R
C000002158	MUTTON CLOTH	500gr	1	R
C000002159	GLOVES HEAVY DUTY	pair	1	R
C000002171	FEATHER DUSTERS - LONG HANDLE	Each	1	R
C000002172	FEATHER DUSTERS - SHORT HANDLE	Each	1	R
C000002173	HEAVY DUTY REFUSE BAG NORMAL	pack of 20	1	R
C000002174	HEAVY DUTY REFUSE BAGS LARGE	pack of 20	1	R
C000002175	FLOOR SQUEEGEE	Each	1	R
C000002176	CAUTION (WET FLOOR) SIGN	Each	1	R
C000002177	HANDY ANDY AMMONIA CLEANER	750ml	1	R
C000002178	JIK THIN BLEACH	750ml	1	R
C000002179	FURNITURE POLISH	400ml	1	R
C000002182	DISH CLOTH	Pack of 3	1	R
C000002183	TOILET BOWL LIQUID CLEANER	750ml	1	R
C000002184	BUCKET TROLLEY	Each	1	R
C000002185	PLASTIC BUCKET	Each	1	R
C000002186	TILE AND FLOOR CLEANER	750ml	1	R
C000002187	AIR FRESHNER	400ml	1	R
C000002188	SCRUBBING HAND PADS	Pack of 5	1	R
C000002189	DRAIN CLEANER	2lt	1	R
C000002247	DUST MASK	Box of 20	1	R
C000002269	DISH SWABS	Pack of 10	1	R
C000002270	DUST PAN SET WITH BROOM	Each	1	R
C000002271	INSECT KILLER	300ml	1	R
C000002272	LONG HAIR MOP	Each	1	R
C000002273	PINE GEL	2lt	1	R
C000002274	HOUSEHOLD GLOVES	pair	1	R
C000002276	N95 DUCKBILL MASK	Box of 20	1	R
C000002277	JEYES FLUID DISNFECTANT CLEANER	750ml	1	R
C000002278	HANDTOWEL COTTON	Each	1	R

Annexure "B"

Item No.	Description	Unit of Measure	Quantity	Price
C000002279	DEO BLOCK FOR TOILET	1kg	1	R
C000002283	WET WIPES	Pack of 100	1	R
C000002284	HOUSEHOLD BROOM	Each	1	R
C000002408	WINDOW CLEANER	750ml	1	R
C000002409	DISINFECTANT WET WIPES	Pack of 100	1	R
C000002430	WEED KILLER	25lt	1	R
C000002440	SNAKE REPELLENT	5lt	1	R
C000002508	THICK BLEACH DISINFECTANT	750ml	1	R
C000002529	METHYLATED SPIRIT	750ml	1	R
C000002600	PROTECTIVE EYE WEAR	Each	1	R
C000002607	DISH TOWEL	Each	1	R
C000002608	FLOOR STRIPPER	2lt	1	R
C000002609	MICRO FIBRE CLOTH	Pack of 10	1	R
C000002612	BUCKET	Each	1	R
C000002618	FLOOR MOPS	Each	1	R
C000002619	TOILET BRUSH AND HOLDERS	Per set	1	R
C000002630	DISH SPONGES PER PACKET	Pack of 5	1	R
C000002631	YELLOW DUSTER	Pack of 5	1	R
C000002635	WINDOLENE WINDOW CLEANER	750ml	1	R
C000002638	WOODGLO OIL FOR FURNITURE	200ml	1	R
C000002639	SILVER METAL POLISH	200ml	1	R
C000002640	STA SOFT	2lt	1	R
C000002685	RAINBOW FACIAL TISSUES	Box of 180	1	R
C000002710	BATHROOM CLEANER 5L	5lt	1	R
C000002712	CARPET BROOM	Each	1	R
C000002713	WASH AND WAX 2L	2lt	1	R
C000002714	YELLOW DUST CLOTH (30X30CM)	Pack of 5	1	R
C000002715	ALL PURPOSE CLEANER MR MUSCLE	750ml	1	R
		TOTAL	**69**	**R**

- Required by: Sedibeng District Municipality: Finance Department
- At: Corner Leslie and Beaconsfield Avenue
Vereeniging Main Building
3rd Floor
- Brand and Model …………………………………….
- Country of Origin …………………………………….

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s) ………………………………….

- Period required for delivery ………………………………….

*Delivery: Firm/Not firm

- Delivery basis …………………………………….

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

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

*Delete if not applicable

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state[1].
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their positioning relation to the evaluating/adjudicating authority.

3. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:……………………………………………..

3.2 Identity Number: ……………………………………………………………………………….

3.3 Position occupied in the Company (director, trustee, hareholder[2]):………………………..

3.4 Company Registration Number: ……………………………………………………………….

3.5 Tax Reference Number:…………………………………………………………………………

3.6 VAT Registration Number: ………………………………………………………………………

3.7 The names of all directors / trustees / shareholder members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state?

Please ✓ one option:			
YES		**NO**	

3.8.1 If yes, furnish particulars. ….……………………………………………………………
…………………………………………………………………………………………………..

[1]MSCM Regulations: "in the service of the state" means to be –

(a) a member of –
   (i) any municipal council;
   (ii) any provincial legislature; or
   (iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) An employee of Parliament or a provincial legislature.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?

Please ✓ one option:			
YES		**NO**	

3.9.1 If yes, furnish particulars.……………………………………………
……………………………………………………………………………………………….

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

Please ✓ one option:			
YES		**NO**	

3.10.1 If yes, furnish particulars.
…………………………………………………………………………………
…………………………………………………………………………………

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

Please ✓ one option:			
YES		**NO**	

3.11.1 If yes, furnish particulars
………………………………………………………………………………………
……………………………………………………………………………………….

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

Please ✓ one option:			
YES		**NO**	

3.12.1 If yes, furnish particulars.
……………………………………………………………………………………….
……………………………………………………………………………………….

3.13 Are any spouse, child or parent of the company's director's trustees, managers, principle shareholders or stakeholders in service of the state?

Please ✓ one option:			
YES		**NO**	

3.13.1 If yes, furnish particulars.
……………………………………………………………………………….
……………………………………………………………………………….

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?

Please ✓ one option:			
YES		**NO**	

3.14.1 If yes, furnish particulars:
……………………………………………………………………………..

5.1 Full details of directors / trustees / members / shareholders.

***** THIS IS COMPULSORY; FAILURE TO DISCLOSE WILL RESULT IN THE BID BEING NON-RESPONSIVE*****

Full Name	Identity Number	State Employee Number (if applicable)

……………………………….. ……………………………………..

Signature **Date**

………………………………… …………………………………….

Capacity **Name of Bidder**

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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 To be completed by the organ of state

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

(a) Price; and

(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	**100**

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

2. DEFINITIONS

(a) **"tender"** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

(b) **"price"** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) **"tender for income-generating contracts"** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) **"the Act"** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \quad \text{or} \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.*)**

The specific goals allocated points in terms of this tender	**Number of points allocated (80/20 system) (To be completed by the organ of state)**	**Number of points claimed (80/20 system) (To be completed by the tenderer)**
Youth-owned *(BBBEE Certificate / Affidavit needed)*	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Person with Disability owned *(medical certificate needed)*	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
Locality SEDIBENG GAUTENG OUTSIDE GAUTENG *(Municipal rates account/ Lease agreement needed)*	4 points 1 point 0 point	
Women-owned	4 points (51%-100%)	

NB: For the Tenderer to complete

(BBBEE Certificate / Affidavit needed)	2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	
51 % Black owned *(BBBEE Certificate / Affidavit needed)*	4 points (51%-100%) 2 Points (26%-50%) 1 point (1%-25%) 0 points (0%)	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm…………………………………………………………………….

4.4. Company registration number: …………………………………………………………...

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation
Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company
[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

(a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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, if deemed necessary.

………………………………………
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME: ……………………………………………………….
DATE: ………………………………………………………

ADDRESS: ………………………………………………………
………………………………………………………
………………………………………………………
………………………………………………………

ATTACH BBB-EE CERTIFICATE / SWORN AFFIDAVIT HERE

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to **SEDIBENG DISTRICT MUNICIPALITY** in accordance with the requirements and specifications stipulated in bid number: **8/2/3/1-2026** at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.

2. The following documents shall be deemed to form and be read and construed as part of this agreement:

   (i) Bidding documents, *viz*
   - Invitation to bid;
   - Tax clearance certificate;
   - Pricing schedule(s);
   - Technical Specification(s);
   - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
   - Declaration of interest;
   - Declaration of bidder's past SCM practices;
   - Certificate of Independent Bid Determination;
   - Special Conditions of Contract;

   (ii) General Conditions of Contract; and

   (iii) Other (specify)

3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.

4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.

6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) …………………………………………

CAPACITY …………………………………………

SIGNATURE …………………………………………

NAME OF FIRM …………………………………………

DATE …………………………………………

WITNESSES

1 …….………………

2. ……………………

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I…………………………………… in my capacity as……………………………………………...….. accept your bid under reference number 8/2/3/1-2026 dated………………………for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
	Hard Cover Books				
1	3 Quire Counter Book (Feint & Margin)	A4 288 Pages	Black	1	**R**
2	Counter Book (Feint & Margin)	A4 128 Pages	Black	1	**R**
3	Memo Book	A6 96 Pages		1	**R**
4	1 Quire Double Ledger	A4 96 Pages	Black	1	**R**
5	2 Quire Double Ledger	A4 192 Pages	Black	1	**R**
6	Short-hand note book	A5 144 Pages	Black	1	**R**
7	Hard Cover	A5		1	**R**
	Examinations Pads				
8	Punched	A4 80 Pages	Black	1	**R**
9	Unpunched	A4 80 Pages		1	**R**
	Soft Cover Exercise Book				
10	College Exercise Book	A4 32 Pages		1	**R**
11	College Exercise Book	A4 72 Pages	Black/Brown	1	**R**
	Diaries				
12	Page-a-Day	A4 Size		1	**R**
13	Desk Calenders (20xx)			1	**R**
14	Desk REFILL (20xx)			1	**R**
15	Week to View	A4 Size(20xx)	Black	1	**R**
16	Page-a-Day	A5 Size(20xx)		1	**R**
17	Week to View	A5 Size(20xx)		1	**R**
	Calculators				
18	12 Digit Two Way Power Soft Touch			1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
19	12 Digit Two Way Power			1	**R**
20	12 Digit Big display Two way Power			1	**R**
21	Hand Held Calculator 8 Digit			1	**R**
22	Hand Held Calculator 8 Digit			1	**R**
23	Hand Held Calculator 10 Digit			1	**R**
24	Scientific Calculator 12 Digit			1	**R**
	Data Storages				
25	CD-R (5 per pack)	24 x 700MB		1	**R**
26	CD-R (10 per pack)	24 x 700MB	White	1	**R**
27	CD-R (5 per pack)	700 MB		1	**R**
28	CD-RW (10 per pack)	700 MB	White	1	**R**
29	Memory Stick	256 MB		1	**R**
30	Memory Stick	512 MB		1	**R**
31	Memory Stick 1G	1G		1	**R**
32	Memory Stck	8G		1	**R**
33	Memory Stick	2G	Black	1	**R**
	Scissors				
34	Office Scissor	215 mm	Black	1	**R**
35	Office Scissor Large Handle	ea		1	**R**
36	Maped Scissor	18cm		1	**R**
37	Maped Scissor	25cm		1	**R**
38	Maped Scissor	21cm		1	**R**
	Clips & Fasteners				
39	Push Pins Box	40 pins	Blue	1	**R**
40	Paper Clips Nickel 25mm Box	100 clips	Silver	1	**R**
41	Paper Clips Nickel 33mm Box	100 clips	Sil;ver	1	**R**
42	Paper Clips Nickel 50mm Giant Box	100 clips		1	**R**
43	Paper Clips 3025mm	100 clips		1	**R**
44	Filing Laces (Pack 100's)	Size 40		1	**R**
45	Filing Laces (Pack 100's)	Size 60		1	**R**
	Staplers				
46	Half Strip Metal Stapler	ea		1	**R**
47	Economy Metal Stapler	ea		1	**R**
48	Heavy Duty Stapler	ea		1	**R**
49	Standard Staple Remover	ea		1	**R**
50	Powerease Proton - Half strip Plastic Stapler		Silver Blue	1	**R**
51	Standard 100 half strip metal stapler		Black	1	**R**
	Staples				
52	Box of 5000	NO. 56		1	**R**
53	Box of 5000	No. 68		1	**R**
54	Box of 5000	26/6 (Boxes)		1	**R**
55	Box of 5000	23/10		1	**R**
56	Box of 5000	NO. 66/14		1	**R**
	Punches				
57	12 Sheet Capacity	1.25mm	Black	1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
58	36 Sheet Capacity	3.6mm	Black	1	**R**
59	63 Sheet Capacity	6.3mm	Black	1	**R**
60	A4 plastic pocket -multi punched	Pack/100		1	**R**
61	Wood Base Heavy Duty Punch	ea		1	**R**
	Filling				
62	Lever Arch Files	ea	Black	1	**R**
63	Lever Arch Files (Small)	box		1	**R**
64	Lever Arch Files (Slim type)	ea (40mm)		1	**R**
65	Magazine Boxes	ea		1	**R**
66	Polypropylene Document wallets	Orage and Yellow		1	**R**
67	lever Arch filesPolyproylene range			1	**R**
68	Suspension Files (A4)	ea		1	**R**
69	Dividers (5 Tab Divider)	A4	Muliti colour	1	**R**
70	Dividers (10 Tab Divider)	A4 PVC	Muliti colour	1	**R**
71	Dividers Polyproylene A-Z	A4		1	**R**
72	Archive Box (Front Opening)	ea		1	**R**
73	Archive Box (Side Opening)	ea		1	**R**
74	Plastic Lever Arch Files Big Size	ea		1	**R**
75	Quotation Files	Packs	Assorted	1	**R**
76	Suspension files crystal tags			1	**R**
77	Tidy Archive box(copyright ref no.07002)			1	**R**
78	Tidy files (Ref: LF71001)			1	**R**
	Writing Instruments				
79	Medium Point Ball Pen (black) 50 per box	50 per Box	Black	1	**R**
80	Medium Point Ball Pen	50 per Box	Red	1	**R**
81	fine point ball pen	50 per Box	black	1	**R**
82	fine point ball pen	50 per Box	Red	1	**R**
83	Medium Point Ball Pen	50 per Box	Blue	1	**R**
84	Wood Free Pencil	12 per Box		1	**R**
85	Wooden Pencil	each		1	**R**
86	0.5mm Clutch Pencil	12 per Box		1	**R**
87	0.5mm standard refill leads (12 leads per tube)	tube		1	**R**
88	Pentel Superb ball point	12 per Box	Black	1	**R**
89	Pentel Superb ball point	12 per Box	Red	1	**R**
90	Pilot Pen (BL-G2-7) 0.7	box of 12	Black	1	**R**
91	Pilot pens gel 0.5 medium	box of 12	black	1	**R**
92	Pilot pens gel 0.5 medium	box of 12	Red	1	**R**
93	Office pencils HB			1	**R**
94	pantel BK 77Superb black pens	box		1	**R**
95	Hybrid Gel roller pen	black		1	**R**
	Markers				
96	Bullet Point Permanent Marker	ea	Black	1	**R**
97	Bullet Point Permanent Marker	ea	Blue	1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
98	Bullet Point Permanent Marker	ea	Black (Medium & Fine)	1	**R**
99	Bullet Point Permanent Marker	ea	Red	1	**R**
100	Bullet Point White Board Marker	2mm line width		1	**R**
101	Bullet Point White Board Marker	ea	Black	1	**R**
102	Bullet Point White Board Marker	ea	Blue	1	**R**
103	Bullet Point White Board Marker	ea	Red	1	**R**
104	White Board Markers	5 Black	10 Assorted	1	**R**
105	Bullet Point White Board Marker	ea		1	**R**
106	Highlighters	box	Assorted	1	**R**
	Correction Pens				**R**
107	Multi-purpose correction fluid	18ml		1	**R**
108	Fine Point Correction Pen	ea		1	**R**
109	Liquid Paper Dryline	ea		1	**R**
	Printing/Copy Paper				
110	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	White	1	**R**
111	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Blue	1	**R**
112	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Yellow	1	**R**
113	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Pink	1	**R**
114	80 gsm 500 sheets per Ream (5 Reams per Box)	A4 Box	Green	1	**R**
115	80 gsm 500 sheets per Ream (5 Reams per Box)	A3 Box	White	1	**R**
116	Certificate Papers		White	1	**R**
	Envelopes				
117	C4 Envelopes 324mmx229mm (250 in box)	Box	Brown	1	**R**
118	C4 Envelopes 324mmx229mm (250 in box)	Box	White	1	**R**
119	C5 Envelopes 229mmx162mm (500 in box)	Box	Brown	1	**R**
120	C5 Envelopes 229mmx162mm (500 in box)	Box	White	1	**R**
121	Envelope 110mmx220mm (500 in box)	Box	Brown	1	**R**
122	Window Envelope 110mmx220mm (500 in box)	Box	Brown	1	**R**
123	A4 Interoffice Envelopes	Box	Brown	1	**R**
124	B4 Envelopes	Box		1	**R**
125	Message book			1	**R**
	Others				
126	1-Hole Metal Pencil Sharpener	ea		1	**R**
127	2-Hole Metal Pencil Sharpener	ea		1	**R**
128	Plastic Magnets	ea		1	**R**
129	Ruler	30cm		1	**R**
130	Ruler	15cm		1	**R**
131	Finger Cones	ea		1	**R**
132	Rubber Bands	100g Box		1	**R**
133	Rubber Bands	500g Box		1	**R**
134	Standard Staple Remover	ea		1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
135	Post it flags	38mmx50mm	Assorted 12 per pack	1	**R**
136	Post-it Notes	73mmx73mm		1	**R**
137	Glue Stick	9gm		1	**R**
138	Glue Stick	21gm		1	**R**
139	Glue Stick	40gm		1	**R**
140	Tape Broad Clear	Each Rolls		1	**R**
141	Prestik	100gr		1	**R**
142	Stamp pad ink	30ml	Black	1	**R**
143	Stamp pad ink	30ml	Red	1	**R**
144	Stamp pad ink	30ml	Green	1	**R**
145	Stamp pad ink	30ml	Blue	1	**R**
146	Pencil erasers	ea	20 per box	1	**R**
147	Key ring with plastic tag	ea	Blue	1	**R**
148	Memo cube refill	ea	Rainbow	1	**R**
149	Memo cube holder	ea	Blue	1	**R**
150	A4 hand film writing carbon	pad	Blue	1	**R**
151	Board chalk	Box/100	white	1	**R**
152	A4 flat folders	ea	Green	1	**R**
153	A4 flip files-10 pocket	ea		1	**R**
154	A4 flip files-30 pocket	ea		1	**R**
155	A4 plastic pocket -multi punched	pack/100		1	**R**
156	Analysis Book JD6041			1	**R**
157	Analysis Book JD70141			1	**R**
158	Laminating pouches	A7		1	**R**
159	Laminating pouches	65 X 95 mm (Boxes)A4	Smil micron	1	**R**
160	Masking tape			1	**R**
161	Zip Lock Plastick Bags	18 X 26 cm (250 Per Pack)		1	**R**
162	Business Card Folder	ea		1	**R**
163	Desk cube Refills	ea		1	**R**
164	Eyeline Computer Paper	216 X 368 mm		1	**R**
165	Computer Paper	280/240		1	**R**
166	DC Fix	10m Rolls		1	**R**
167	A4 Envelope Type folder			1	**R**
168	Pocket Oxford Dictionary New Edition Big Size	NB A4 size		1	**R**
169	Desk cube Container		Blue	1	**R**
170	Pencil/Pens Holder		Blue	1	**R**
171	Grayon	Box	Assorted	1	**R**
172	Colouring Pens	Box	Assorted	1	**R**
173	Flip Chart Paper			1	**R**
174	Flip Chart Paper Stand			1	**R**
175	White Board Cleaner			1	**R**

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Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
176	Sellotape	18mm x 66m	Clear	1	**R**
177	Sellotape packaging tape	48mm x 50m	Clear	1	**R**
178	Secure Red Tape	35mm x 33m	Red	1	**R**
179	Name Stickers	Box		1	**R**
180	Small recording cassettes			1	**R**
181	Plastic Sleeves			1	**R**
182	Laminating machine A3 Size			1	**R**
183	NT Cutter			1	**R**
184	CD Labeling	Box		1	**R**
185	DVD's RW 10 gigabytes	Packs of 100		1	**R**
186	Presentation files			1	**R**
187	Liquid Paper Dryline			1	**R**
188	A4 Envelope Type folder			1	**R**
189	$ Donay swingclip files FLA 55E24m-38			1	**R**
190	Wooden letter trays			1	**R**
191	Plastic letter trays	set of 3		1	**R**
192	Pritt (40g)			1	**R**
193	Transparent self adhesive cover gloss	Pack of 100		1	**R**
194	Filling Box			1	**R**
195	white board			1	**R**
196	hard Cover sheet			1	**R**
197	pen and pencil sets			1	**R**
198	Stopwatch	each		1	**R**
199	External Hard drive	250GB		1	**R**
200	PVC files	each		1	**R**
201	File Fastners	each		1	**R**
202	Standard Plastc clad Stapler	each		1	**R**
203	Hybrid Gel Grip	box	Black	1	**R**
204	Deli no 1601 calculator	each		1	**R**
205	AA Batteries	pack of 8		1	**R**
206	AAA Batteries	pack of 8		1	**R**
207	2025 Batteries	each		1	**R**
208	2032 Batteries	each		1	**R**
209	Clip Boards (masonite)	per pack		1	**R**
210	A4 Fist Folder	pack	Green	1	**R**
211	Paper Punch	each		1	**R**
212	Trodat Printy 4750 date stamp with the date PROCESSED		Black	1	**R**
213	Rexel Ecodex Sorter (See Picture)		Black	1	**R**
214	Parcel Delivery Book	Pack of 6		1	**R**
215	flags1 in/po x1.7inpo 25,4mm x 43.2mm			1	**R**
216	Prestick	100 gr		1	**R**
217	Page numbering machine			1	**R**
218	Tipex Fine Correction pen 5mm			1	**R**
219	Plastic Folder with clear front	A4	Orange	1	**R**

Annexure " A"					
	Item	**Unit of Measure**	**Colour**	**Quantity**	**Price**
220	Plastic Folder with clear front	A4	Yellow	1	**R**
221	Plastic Folder with clear front	A4	purple	1	**R**
222	Plastic Folder with clear front	A4	red	1	**R**
223	Binder clips	15mm (box of 12)		1	**R**
224	Binder clips	25mm (box of 12)		1	**R**
225	Binder clips	32mm (box of 12)		1	**R**
226	Binder clips	41mm (box of 12)		1	**R**
227	Binder clips	51mm (box of 12)		1	**R**
228	Self adhesive notes	76mm x14mm		1	**R**
229	paper Cutter(Guillotine)	18 X 15(460 X 380MM)		1	**R**
230	String	toin		1	**R**
231	Zip Lock Plastick Bags	A5		1	**R**
232	Zip Lock Plastick Bags	A4		1	**R**
233	Small (Zip Lock Plastick Bags) bank card size			1	**R**
234	File Fastners	Pronged metal with locking clamp		1	**R**
235	Concertina file			1	**R**
236	Croxley rubber bands	Big size (No38)		1	**R**
237	Filofax refill	Size ref: week to view		1	**R**
238	Carry folders - Transparent plastic document wallet with front closing Press Stud	A4		1	**R**
239	Date Stamp	Pre-inked ,round		1	**R**
240	High-back leather look chair (140 kg capacity, swivel and tilt)	Each	Black	1	**R**
241	Visitors sleigh base chair (120 kg capacity, round metal sleigh base)	Each	Black	1	**R**
242	Rickstacker steel 4-legged stackable chair 41 cm wide	Each	Black	1	**R**
243	Metal stationery cupboard, 4 adjustable shelves	900 (W) x 1800 (H) x 450 (D)	Ivory Karoo	1	**R**
244	4 Drawer filing cabinet with hangrails and central lock weight 27kg	470 (W) x 710 (H) x 630 (D)	Ivory Karoo	1	**R**
245	Trolley laptop bag 16 inch	Each	Black	1	**R**
246	3 compartment 16-inch laptop backback	Each	Black	1	**R**
247	A4 offsite storage kraft box with lid TF-080040	Each	Kraft	1	**R**
			TOTAL	**247**	**R**

Annexure "B"

Item No.	Description	Unit of Measure	Quantity	Price
C000002107	SUNLIGHT DISHWASHING LIQUID	750ml	1	R
C000002108	DOMESTOS THICK BLEACH	750ml	1	R
C000002109	PLEDGE FURNITURE POLISH	400ml	1	R
C000002111	BRASSO METAL POLISH	200ml	1	R
C000002112	2-PLY TOILET PAPER	48's	1	R
C000002113	URN KETTLE CLEANER	Each	1	R
C000002114	WASHING POWDER	1kg	1	R
C000002153	MAG BROOM WITH HANDLES	Each	1	R
C000002154	INDUSTRIAL MEGA MOPS	Each	1	R
C000002155	INDUSTRIAL FLOOR LIQUID	5lt	1	R
C000002156	NON-BUFF LIQUID FLOOR POLISH	5lt	1	R
C000002157	HAND SANITIZER	500ml	1	R
C000002158	MUTTON CLOTH	500gr	1	R
C000002159	GLOVES HEAVY DUTY	pair	1	R
C000002171	FEATHER DUSTERS - LONG HANDLE	Each	1	R
C000002172	FEATHER DUSTERS - SHORT HANDLE	Each	1	R
C000002173	HEAVY DUTY REFUSE BAG NORMAL	pack of 20	1	R
C000002174	HEAVY DUTY REFUSE BAGS LARGE	pack of 20	1	R
C000002175	FLOOR SQUEEGEE	Each	1	R
C000002176	CAUTION (WET FLOOR) SIGN	Each	1	R
C000002177	HANDY ANDY AMMONIA CLEANER	750ml	1	R
C000002178	JIK THIN BLEACH	750ml	1	R
C000002179	FURNITURE POLISH	400ml	1	R
C000002182	DISH CLOTH	Pack of 3	1	R
C000002183	TOILET BOWL LIQUID CLEANER	750ml	1	R
C000002184	BUCKET TROLLEY	Each	1	R
C000002185	PLASTIC BUCKET	Each	1	R
C000002186	TILE AND FLOOR CLEANER	750ml	1	R
C000002187	AIR FRESHNER	400ml	1	R
C000002188	SCRUBBING HAND PADS	Pack of 5	1	R
C000002189	DRAIN CLEANER	2lt	1	R
C000002247	DUST MASK	Box of 20	1	R
C000002269	DISH SWABS	Pack of 10	1	R
C000002270	DUST PAN SET WITH BROOM	Each	1	R
C000002271	INSECT KILLER	300ml	1	R
C000002272	LONG HAIR MOP	Each	1	R
C000002273	PINE GEL	2lt	1	R
C000002274	HOUSEHOLD GLOVES	pair	1	R
C000002276	N95 DUCKBILL MASK	Box of 20	1	R
C000002277	JEYES FLUID DISNFECTANT CLEANER	750ml	1	R
C000002278	HANDTOWEL COTTON	Each	1	R

Annexure "B"

Item No.	Description	Unit of Measure	Quantity	Price
C000002279	DEO BLOCK FOR TOILET	1kg	1	R
C000002283	WET WIPES	Pack of 100	1	R
C000002284	HOUSEHOLD BROOM	Each	1	R
C000002408	WINDOW CLEANER	750ml	1	R
C000002409	DISINFECTANT WET WIPES	Pack of 100	1	R
C000002430	WEED KILLER	25lt	1	R
C000002440	SNAKE REPELLENT	5lt	1	R
C000002508	THICK BLEACH DISINFECTANT	750ml	1	R
C000002529	METHYLATED SPIRIT	750ml	1	R
C000002600	PROTECTIVE EYE WEAR	Each	1	R
C000002607	DISH TOWEL	Each	1	R
C000002608	FLOOR STRIPPER	2lt	1	R
C000002609	MICRO FIBRE CLOTH	Pack of 10	1	R
C000002612	BUCKET	Each	1	R
C000002618	FLOOR MOPS	Each	1	R
C000002619	TOILET BRUSH AND HOLDERS	Per set	1	R
C000002630	DISH SPONGES PER PACKET	Pack of 5	1	R
C000002631	YELLOW DUSTER	Pack of 5	1	R
C000002635	WINDOLENE WINDOW CLEANER	750ml	1	R
C000002638	WOODGLO OIL FOR FURNITURE	200ml	1	R
C000002639	SILVER METAL POLISH	200ml	1	R
C000002640	STA SOFT	2lt	1	R
C000002685	RAINBOW FACIAL TISSUES	Box of 180	1	R
C000002710	BATHROOM CLEANER 5L	5lt	1	R
C000002712	CARPET BROOM	Each	1	R
C000002713	WASH AND WAX 2L	2lt	1	R
C000002714	YELLOW DUST CLOTH (30X30CM)	Pack of 5	1	R
C000002715	ALL PURPOSE CLEANER MR MUSCLE	750ml	1	R
		TOTAL	**69**	**R**

4. I confirm that I am duly authorized to sign this contract.

SIGNED AT ………………………………………ON………………………………..

NAME (PRINT) …………………………………….

WITNESSES

1. ……………………….

2. ……………………….

SIGNATURE ……………………………………

OFFICIAL STAMP

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1 This Municipal Bidding Document must form part of all bids invited.

2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

3 The bid of any bidder may be rejected if that bidder, or any of its directors have:

a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
b. been convicted for fraud or corruption during the past five years;
c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the *audialterampartem* rule was applied). **The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? **TheRegister for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.**	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐

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4.3.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) ……………..……………………………..…… CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

………………………………………….. **Signature**

……………………………. **Date**

…………………………………………. **Position**

……………………………. **Name of Bidder**

Js367bW

Sedibeng District Municipality
P.O. Box 471
Vereeniging, 1930
Republic of South Africa
Tel: +27 16 450 3110
Fax: +27 86 682 9892

Please provide at least 3 references

1. **Name:……………………………………………………………..**

   Company:…………………………………………………………….

   Position Held:………………………………………………………..

   Contact Number (s) work..…………………………………………….

   Mobile…………………………………………

2. **Name:……………………………………………………………..**

   Company:…………………………………………………………….

   Position Held:………………………………………………………..

   Contact Number (s) work..…………………………………………….

   Mobile…………………………………………

3. **Name:……………………………………………………………..**

   Company:…………………………………………………………….

   Position Held:………………………………………………………..

   Contact Number (s) work..…………………………………………….

   Mobile………………………………………….

4. **Name:……………………………………………………………..**

   Company:…………………………………………………………….

   Position Held:………………………………………………………..

   Contact Number (s) work..…………………………………………….

   Mobile………………………………………….

5. **Name:……………………………………………………………..**

   Company:…………………………………………………………….

   Position Held:………………………………………………………..

   Contact Number (s) work..…………………………………………….

   Mobile………………………………………….

PLEASE NOTE THAT THIS IS COMPULSORY; FAILURE TO DISCLOSE WILL RESULT IN YOUR BID BEING NON-RESPONSIVE

ATTACH ADDITIONAL LETTERS OF REFERENCE (IF APPLICABLE) HERE

DESCRIPTION	YES (√)	NO (X)
1. **All pages are completely filled and signed by the authorized person:**		
2. **Bidders are requested to submit their Tax Clearance Pin provided by SARS to verify that the Tax Matters are in order.**		
3. **Original BBBEE Certificate or Sworn Affidavit for exempted micro enterprise signed and stamped by Commissioner of Oaths.** **A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification.**		
4. **Original current account of water and lights/Rates and Taxes obtainable from any Local or Metropolitan Municipality has been attached**		
5. **In a case of Joint Ventures (JV)/Consortium, the JV agreement has been attached**		
6. **The bidder has provided at least three contactable references**		
7. **Company registration documents e.g. CK document has been attached, in a case of a Private/Public company, shareholding information e.g. share certificate, has been attached**		
8. **Central Supplier Database summary report.**		
9. **Submitted 2 copies**		

ATTACH COMPANY
REGISTRATION DOCUMENTS
HERE

ATTACH CENTAL SUPPLIER DATABASE
REGISTRATION
HERE

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1 This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

a. take all reasonable steps to prevent such abuse;

b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to preventany form of bid-rigging.

5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

[1] **Includes price quotations, advertised competitive bids, limited bids and proposals.**

[2] **Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Proposal for installation of twelve (12) new air conditioners at various sites / offices of Sedibeng

(Bid Number 8/2/3/1-2026

in response to the invitation for the bid made by:

SEDIBENG DISTRICT MUNICIPALITY

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;

   (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium[3] will not be construed as collusive bidding.

a. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

   (a) prices;

   (b) geographical area where product or service will be rendered (market allocation)

   (c) methods, factors or formulas used to calculate prices;

   (d) the intention or decision to submit or not to submit, a bid;

   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or

   (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. 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.

10. 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.

…………………………………………………	…………………………………
Signature	Date
…………………………………………………	…………………………………
Position	Name of Bidder

Js9141w 4

FORM OF OFFER AND ACCEPTANCE

OFFER

The Employer, identified in the acceptance signature block, has solicited offer to enter into a Contract in respect of the following service:

TENDER No: 8/2/3/1-2026

The tenderer, identified in the offer signature block has examined the documents listed in the tender data and addenda thereto as listed in the tender 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 offer to perform all of the obligations and liabilities 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 of R……… be determined in accordance with the conditions of contract identified in the Conditions of Contract.

THE OFFERED PRICE IS R…………………… (INCLUSIVE OF ALL APPLICABLE TAXES)

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 Conditions of Tender, whereupon the Tenderer becomes the party named as the Service Provider in the Condition of Contract.

Signature(s):……
………

Name(s):………
…………

Capacity for the
Tenderer: ………
…

Name and address of
organization)…………………………………………………………………………………………………

Name and
Signature of
Witness:……………………………………. Date:…………………………………………………

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 that is the subject of this agreement.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the tender scheduled 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, which must be signed by the authorized representative(s) of both parties.

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 at, or just after, the date this agreement comes into effect. Failure to fulfill 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 on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement shall constitute a binding between the parties.

Signature(s):

……………………………………………………………………………………………………….

Name(s):

……
…….

Capacity for the
Employer: ……………………………………………………………………………………………………
…

(Name and address of
organization)………………………………………………………………………………………...

………

Name and Signature of

Witness:………………………………………

Date:……………………………………..

CREDIT ORDER INSTRUCTION

It is the policy of the Sedibeng District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

Name of Firm Account Holder

…………………………………………………………………………………………………

Address:…………………………………………………………………………………………...

……
………

Name of Bank: …………………………………………………………………………………...

Name of Branch:…………………………………………………………………………………….

Branch Code:……………………………………………………………………………………

Account Number:…………………………………………………………………………………...

Type of Account:……………………………………………………………………………………

I/we hereby requested and authorize the Sedibeng District Municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Sedibeng District Municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake the inform the Sedibeng District Municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

…………………………………….. ……………………………………………
Initials and Surname Authorized Signature

Date:…………………………….

FOR BANK USE ONLY

I/We hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct: ……………………………………………………………….. **AUTHORISED SIGNATURE(S)**	

	OFFICIAL DATE STAMP

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT

NOTES

The purpose of this document is to:

(i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and

(ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if (applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

Initial here

General Conditions of Contract

1. Definitions

The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 "Day" means calendar day.

1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.

1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.

1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable.

Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 "GCC" means the General Conditions of Contract.

1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 "Project site," where applicable, means the place indicated in bidding documents.

1.21 "Purchaser" means the organization purchasing the goods.

1.22 "Republic" means the Republic of South Africa.

1.23 "SCC" means the Special Conditions of Contract.

1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.

1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

1.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

1.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

1.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

2. General

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. **Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. **Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. **Performance security**

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or

(b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. **Inspections, tests and analyses**

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
(b) in the event of termination of production of the spare parts:
(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

(a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;

(b) if the Supplier fails to perform any other obligation(s) under the contract; or

(c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

(i) the name and address of the supplier and / or person restricted by the purchaser;

(ii) the date of commencement of the restriction

(iii) the period of restriction; and

(iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti- dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.