



**KNYSNA**  
Municipality  
Munisipaliteit  
uMasipala

## TENDER DOCUMENT

<b>TENDER NO</b>		T 52/2018/19	
<b>TENDER DESCRIPTION</b>		Supply and Delivery of Stationary & Office Supplies for One Year	
<b>CLOSING TIME</b>	12H00	<b>CLOSING DATE</b>	06 MARCH 2019
<b>Tender Box:</b> SUPPLY CHAIN MANAGEMENT UNIT FINANCE BUILDING CLYDE STREET KNYSNA 6570		<b>NB:</b> 1. All bids must be submitted on the official forms (not to be re-typed) 2. Bids must be completed in black ink in writing 3. No bids will be considered from persons in the service of the state	
<b>Name of Bidder:</b>			
<b>Total Bid Price</b>			
<b>B-BBEE Status Level of Contributor</b>			
<b>Preference Points Claimed:</b>			
<b>CSD SUPPLIER NUMBER</b>			
<b>B-BBEE certificates submitted with the bid document MUST be VALID ORIGINAL BBEE CERTIFICATES or VALID CERTIFIED COPIES OF THE B-BBEE CERTIFICATES</b>			

<b>Prepared and Issued by:</b> Directorate: Finance Supply Chain Management Unit Knysna Municipality PO Box 21. KNYSNA, 6570	<b>For enquiries, contact:</b> C Bezuidenhout Tel 044 302 6380 cybezuidenhout@knysna.gov.za <b>For Technical enquiries, contact:</b> <b>P Claasen</b> Tel.044 3026362 pclaasen@knysna.gov.za
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## **PART A - ADMINISTRATIVE REQUIREMENTS IN TERMS OF THE SUPPLY CHAIN MANAGEMENT POLICY**

### **1. CHECKLIST**


Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document:

<b>DOCUMENT</b>	<b>YES</b>	<b>NO</b>
<b>Authority to Sign a Bid</b> Is the form duly completed and is a certified copy of the resolution attached?		
<b>MBD 2 - Tax Clearance Certificate</b> Is an original or certified copy of a valid Tax Clearance Certificate attached?		
<b>MBD 4 (Declaration of Interest)</b> Is the form duly completed and signed?		
<b>MBD 6.1 (Preference Points claim form for purchases/services)</b> Is the form duly completed and signed? Is a certified copy of the B-BBEE Certificate or the original B-BBEE Certificate attached?		
<b>MBD 6.2 (Local Production and Content)</b> Is the form duly completed and signed?		
<b>MBD 8 (Declaration of Past Supply Chain Practices)</b> Is the form duly completed and signed?		
<b>MBD 9 (Certificate of Independent Bid Determination)</b> Is the form duly completed and signed?		
<b>MBD 15 (Certificate of Payment of Municipal Accounts)</b> Is the form duly completed and signed? Are the Identity numbers, residential addresses and municipal account numbers of ALL members, partners, directors, etc. provided on the form as requested?		
<b>Specifications</b> Is the form duly completed and signed?		
<b>Pricing Schedule</b> Is the form duly completed and signed?		

<b>MBD 7.1</b> (Contract form – Goods) Is the form duly completed and signed?		
<b>Form of Offer and Acceptance</b> Is the form duly completed and signed?		
<b>DATA BASE REGISTRATION</b> Is the form duly completed and signed? Are all the supporting documents attached?		
<b>Declaration of Tenderer</b> Is the form duly completed and signed?		

SIGNATURE		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

## 2. TENDER NOTICE AND INVITATION TO TENDER

 <p><b>Knysna</b> Municipality • Munisipaliteit • uMasipala INCLUSIVE. INNOVATIVE. INSPIRED.</p>	<b>KNYSNA MUNICIPALITY</b>			
	<b>TENDER NOTICE AND INVITATION TO BID</b>			
	<b>NOTICE NO :</b>	<b>1</b>	<b>DEPARTMENT:</b>	<b>ELECTRO-TECHNICAL SERVICES</b>
<b>ADVERTISED IN:</b>	<b>KNYSNA-PLETT HERALD, ACTION ADS, MUNICIPAL NOTICE BOARD, MUNICIPAL WEBSITE, E- TENDER PORTAL</b>			
<b>BID NO:</b>	<b>51/2018/19</b>	<b>PUBLISHED DATE:</b>	<b>11 February 2019</b>	
<b>Bids are hereby invited for (Tender Description):</b>	<b>Supply and Delivery of Stationary &amp; Office Supplies for One Year</b>			
<b>CLOSING TIME AND DATE:</b>	<b>No later than 12H00</b>	<b>On the Date:</b>	<b>06 March 2019</b>	
	Bids will be opened immediately thereafter, in public at the Knysna Municipality, Supply Chain Management Unit, Finance Building, Queen Street, Knysna			
<b>AVAILABILITY OF BID DOCUMENTS:</b>				
Tender Documents will be available at no charge from the Knysna Municipality Website at <a href="http://www.knysna.gov.za">www.knysna.gov.za</a> ( Website navigation is as follow: Information centre – SCM – Tenders).				
Alternatively Print Copies of the Tender Documents will be available as from 07h30 and thereafter on weekdays from 07h30 until 16h30, at Knysna Municipality: Supply Chain Management Unit, Finance Building, Queen Street, Knysna, at a non-refundable fee, payable to a cashier at Knysna Municipality Customer Care, Main Street, Knysna.		The fee may also be transferred via EFT (Knysna Municipality, Current Account – 1626561826, Nedbank, Knysna, Branch Code - 198765). Proof of payment will be required upon collection of tender documents. Bid Number to be used as payment reference with name of payee. Tender Document reference number: 349750848228		
<b>Date Available:</b>	<b>14 February 2019</b>	<b>Non-refundable Documentation Fee:</b>	<b>R 266.00</b>	
<b>BID RULES:</b>				
<p>1. Bids are to be completed in accordance with the conditions and bid rules contained in the bid document and supporting documents must be placed in a sealed envelope and externally endorsed WITH THE BID NUMBER, DESCRIPTION AND CLOSING DATE OF THE BID, and be deposited in the Bid Box, at the office of the Knysna Municipality, Supply Chain Management Unit, Finance Building, Queen Street, Knysna.</p> <p>Bids may only be submitted on the bid documentation that is issued</p> <p>Bids will be evaluated according to the <b>80/20</b> points system. The bids are subject to the Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations 2017</p> <p>The Municipality reserves the right to withdraw any invitation to bid and/or re-advertise or to reject any bid or to accept a part of it. The Municipality does not bind itself to accept the lowest bid or to award a contract to the Bidder scoring the highest number of points.</p>				
<b>NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE AS DEFINED IN THE MUNICIPAL SUPPLY CHAIN MANAGEMENT REGULATIONS (GOVERNMENT GAZETTE NO 40553 DATED 20 JANUARY 2017)..</b>				
Tenderers who are not yet registered are required to register on the Municipality's Accredited Supplier Database as well as the CSD. Application forms are obtainable from the official website – <a href="http://www.Knysna.gov.za">www.Knysna.gov.za</a>				
<b>Tenders shall be evaluated in terms of the Knysna Municipality Supply Chain Management Policy incorporating Preferential Procurement</b>		Bidders may claim preference points in terms of their B-BBEE status level of contribution.		
<b>Preferential Procurement Point System Applicable</b>	<b>80/20</b>	<b>Local Content Requirement</b>	<b>N/A</b>	
<b>CIDB Registration Required</b>	<b>N/A</b>	<b>Validity Period</b>	<b>90 Days</b>	

<b>Validity period</b>		Notwithstanding the period for validity of bids as set out in the bid documents, bids shall be deemed to remain valid until formal acceptance by the Knysna Municipality of an offer at any time after the expiry of the original validity period, unless the Knysna Municipality is notified in writing of anything to the contrary (including any further conditions) by the bidder	
<b>Site Meeting/Information Session</b>		N/A	
<b>ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		<b>ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:</b>	
<b>Section:</b>	Electrical	<b>Section:</b>	Supply Chain Management
<b>Contact Person:</b>	Patric Claasen	<b>Contact Person:</b>	C Bezuidenhout
<b>Tel:</b>	044- 302 6362	<b>Tel:</b>	<b>Written Enquiries Only</b>
<b>Email:</b>	pclaasen@knysna.gov.za	<b>Email:</b>	cybezuidenhout@knysna.gov.za
<b>Authorised by:</b>		<b>ACTING MUNICIPAL MANAGER</b>	<b>MS POB MAKOMA</b>

### 3. AUTHORITY TO SIGN A BID

#### 1. Sole Proprietor (Single Owner Business) and Natural Person

1.1 I, \_\_\_\_\_, the undersigned, hereby confirm that I am the sole owner of the business trading as \_\_\_\_\_

OR

1.2 I, \_\_\_\_\_, the undersigned, hereby confirm that I am submitting this tender in my capacity as natural person.

SIGNATURE		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

#### 2. Companies and Close Corporations

- 2.1 If a Bidder is a Company, a certified copy of the resolution by the board of directors, duly signed, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid.
- 2.2 In the case of a Close Corporation (CC) submitting a bid, a resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

Date Resolution was taken			
Resolution signed by (name and surname)			
Capacity			
Name and surname of delegated Authorized Signatory			
Capacity			
Specimen Signature			
Full name and surname of all Director(s) / Member (s)			
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	
Is a certified copy of the resolution attached?		YES	NO
SIGNED ON BEHALF OF COMPANY / CC		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

**3. Partnership**

We the undersigned partners in the business trading as \_\_\_\_\_ hereby authorize Mr/ Mrs \_\_\_\_\_ to sign this bid as well as any contract resulting from the bid and any other documents and correspondence in connection with this bid and/or contract for and on behalf of the above mentioned partnership.

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner		Signature	
SIGNED ON BEHALF OF PARTNERSHIP		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

**4. Consortium**

We the undersigned consortium partners, hereby authorize \_\_\_\_\_ (Name of entity) to act as lead consortium partner and further authorize Mr/Ms \_\_\_\_\_ to sign this offer as well as any contract resulting from this tender and any other documents and correspondence in connection with this tender and / or contract for and on behalf of the consortium.

The following particulars in respect of each consortium member must be provided and signed by each member.

Full name of Consortium Member	Role of Consortium Member	% Participation	Signature
SIGNED ON BEHALF OF CONSORTIUM		DATE	
PRINT NAME			
WITNESS 1		WITNESS 2	

## 4. GENERAL CONDITIONS OF CONTRACT

### 1. DEFINITIONS

1.1	<b>Closing Time</b>	Means the date and hour specified in the bidding documents for the receipt of bids.
1.2	<b>Chief Executive Officer</b>	Means the CEO of the organization or his/her duly authorized representative
1.3	<b>Contract</b>	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
1.4	<b>Contract Price</b>	means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
1.5	<b>Corrupt Practice</b>	means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
1.6	<b>Countervailing duties</b>	are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally
1.7	<b>Country of origin</b>	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.
1.8	<b>Day</b>	means calendar day.
1.9	<b>Delivery</b>	means delivery in compliance of the conditions of the contract or order.
1.10	<b>Delivery ex stock</b>	means immediate delivery directly from stock actually on hand
1.11	<b>Delivery into consignees store or to his site</b>	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.
1.12	<b>Dumping</b>	occurs when a private enterprise abroad markets 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.
1.13	<b>Force Majeure</b>	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.
1.14	<b>Fraudulent Practice</b>	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.
1.15	<b>GCC</b>	Means the General Conditions of Contract
1.16	<b>Goods</b>	means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
1.17	<b>Imported Content</b>	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.
1.18	<b>Letter of Acceptance</b>	Means the written communication by the organization to the contractor recording the acceptance by the Municipality recording the acceptance of the contractor's tender subject to the further terms and conditions to be itemized in the contract.
1.19	<b>Local Content</b>	means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
1.20	<b>Manufacture</b>	means the production of products in a factory using labor, materials, components and machinery and includes other related value-adding activities.
1.21	<b>Order</b>	means an official written order issued for the supply of goods or works or the rendering of a service.
1.22	<b>Project Site</b>	where applicable, means the place indicated in bidding documents.
1.23	<b>Purchaser</b>	means the organization purchasing the goods.
1.24	<b>Republic</b>	Means the Republic of South Africa
1.25	<b>SCC</b>	Means the Special Conditions of Contract
1.26	<b>Services</b>	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.
1.27	<b>Signature Date</b>	Means the date of the letter or acceptance
1.28	<b>Tender</b>	Means an offer to supply goods/services to the organization at a price
1.29	<b>Tenderer</b>	Means any person or body corporate offering to supply goods/services to the organization
1.30	<b>Written or In Writing</b>	means handwritten in ink or any form of electronic or mechanical writing.

## 2. APPLICATION

2.1	These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise in the bidding documents.
2.2	Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
2.3	Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 3. 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	Invitations to bid are usually published in locally distributed news media and in the institution's website.

## 4. STANDARDS

4.1	The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.
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## 5. USE OF CONTRACT DOCUMENTS AND INFORMATION; INSPECTION

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

## 6. PATENT RIGHTS

6.1	The provider shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of goods or any part thereof by the purchaser.
6.2	When a provider developed documentation/projects the intellectual, copy and patent rights or ownership or such documents or projects will vest in the Municipality

## 7. PERFORMANCE SECURITY

7.1	Within thirty (30) days of receipt of the notification of contract award, the success 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 provider'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 provider not later than thirty (30) days following the date of completion of the provider's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## 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 purchaser or an organization acting on behalf of the purchaser.
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 clause 8.2 & 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 provider.
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 provider who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do not comply with the requirements of the contract. Failing such removal, the rejected supplies shall be returned at the providers cost and risk. Should the provider fail to provide the substitute supplies forthwith, the purchaser may, without giving the provider further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the provider.

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.
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## 9. PACKAGING

9.1	The provider shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging, case size and weights shall take into consideration, where appropriate, the remoteness of the good's final destination and the absence of heavy handling facilities at all points in transit.
9.2	The packaging, 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, and in any subsequent instructions ordered by the purchaser.

## 10. DELIVERY AND DOCUMENTS

10.1	Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the provider in accordance with the terms specified in the contract.
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## 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.
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## 12. TRANSPORTATION

12.1	Should a price other than an all-inclusive delivered price be required, this shall be specified.
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## 13. INCIDENTAL SERVICES

13.1	<p>The provider may be required to provide any or all of the following services, including additional services, if any:</p> <ul style="list-style-type: none"> <li>(a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;</li> <li>(b) furnishing of tools required for assembly and/or maintenance of the supplied goods;</li> <li>(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;</li> <li>(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 provider of any warranty obligations under this contract; and</li> <li>(e) training of the purchaser's personnel, at the provider's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.</li> </ul>
13.2	Prices charged by the provider 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 provider for similar services.

## 14. SPARE PARTS

14.1	<p>As specified, the provider may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the provider:</p> <ul style="list-style-type: none"> <li>(a) such spare parts as the purchaser may elect to purchase from the provider, provided that this election shall not relieve the provider of any warranty obligations under the contract, and (b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and</li> <li>(ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul>
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## 15. WARRANTY

15.1	The provider 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 provider 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 provider, 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.
15.3	The purchaser shall promptly notify the provider in writing of any claims arising under this warranty.
15.4	Upon receipt of such notice, the provider shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
15.5	If the provider, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the provider's risk and expense and without prejudice to any other rights which the purchaser may have against the provider under the contract.

## 16. PAYMENT

16.1	The method and conditions of payment to be made to the provider under this contract shall be specified
16.2	The provider shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment 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 provider.
16.4	Payment will be made in Rand unless otherwise stipulated.

## 17. PRICES

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

18.1	In cases where the estimated value of the envisaged changes in purchase does not exceed 15% of the total value of the original contract, the contractor may be instructed to deliver the revised quantities. The contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.
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## 19. CONTRACT AMENDMENTS

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

20.1	The provider shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
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## 21. SUBCONTRACTS

21.1	The provider shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the provider from any liability or obligation under the contract.
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## 22. DELAYS IN THE PROVIDER'S PERFORMANCE

22.1	Delivery of the goods and performance of services shall be made by the provider in accordance with the time schedule prescribed by the purchaser in the contract
22.2	If at any time during performance of the contract, the provider or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the provider 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 provider's notice, the purchaser shall evaluate the situation and may at his discretion extend the provider'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.
22.3	The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if any emergency arises, the provider's point of supply is not situated at or near the place where the supplies are required, or the provider's services are not readily available.
22.4	Except as provided under GCC Clause 25, a delay by the provider in the performance of its delivery obligations shall render the provider 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.
22.5	Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling 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 provider'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 provider.

### 23. PENALTIES

23.1	Subject to GCC Clause 25, if the provider 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 good 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.
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### 24. TERMINATION FOR DEFAULT

24.1	The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the provider, may terminate this contract in whole or in part: (a) if the provider 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 provider fails to perform any other obligation(s) under the contract; or (c) if the provider, in the judgement of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
24.2	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 provider shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the provider shall continue performance of the contract to the extent not terminated.

### 25. ANTI-DUMPING AND COUNTER-VAILING DUTIES AND RIGHTS

25.1	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 favorable difference shall on demand be paid forthwith by the provider to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the provider 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.
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### 26. FORCE MAJEURE

26.1	Notwithstanding the provisions of GCC Clauses 22 and 23, the provider 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.
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26.2	If a force majeure situation arises, the provider shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the provider 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.
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## 27. TERMINATION FOR INSOLVENCY

27.1	The purchaser may at any time terminate the contract by giving written notice to the provider if the provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the provider, 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,
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## 28. SETTLEMENT OF DISPUTES

28.1	If any dispute or difference of any kind whatsoever arises between the purchaser and the provider 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.
28.2	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 provider 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.
28.3	Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
28.4	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 provider any monies due to the provider for goods delivered and / or services rendered according to the prescripts of the contract

## 29. LIMITATION OF LIABILITY

29.1	Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6; (a) the provider 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 provider to pay penalties and / or damages to the purchaser; and (b) the aggregate liability of the provider 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.
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## 30. GOVERNING LANGUAGE

30.1	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.
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## 31. APPLICABLE LAW

31.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified.
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## 32. NOTICES

32.1	Every written acceptance of a bid shall be posted to the provider 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.
32.2	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.

## 33. TAXES AND DUTIES

33.1	A foreign provider shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
33.2	A local provider shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted goods to the purchaser.
33.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidders are in order.

#### 34. TRANSFER OF CONTRACTS

34.1	The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the written permission of the purchaser.
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#### 35. AMENDMENT OF CONTRACTS

35.1	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing
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### 5. MBD 2 - TAX CLEARANCE CERTIFICATE REQUIREMENTS

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.**

- 2.1 In order to meet this requirement bidder are required to complete in full form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally.
- 2.2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 2.3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 2.4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 2.5 Copies of the TCC001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za)
- 2.6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za)

### 6. MBD 4 – DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
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 favoritism, 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 authorized representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.
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, shareholder etc.)	
3.4.	Company Registration Number	

<b>3.5.</b>	<b>Tax Reference Number</b>	

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

- (a) member of –
  - i. any municipal council;
  - ii. any provincial legislature; or
  - iii. the national Assembly or the national Council of provinces;
- (b) member of the board of directors of any municipal entity;
- (c) official of any municipality or municipal entity;
- (d) employee of any national or provincial department, national or provincial public entity or constitutional institution within

<b>3.6.</b>	<b>VAT Registration Number</b>		
<b>3.7.</b>	<b>Are you presently in the service of the state?</b>	<b>YES</b>	<b>NO</b>
<b>3.7.1</b>	If so, furnish particulars:		
<b>3.8</b>	<b>Have you been in the service of the state for the past twelve months?</b>	<b>YES</b>	<b>NO</b>
<b>3.8.1</b>	If so, furnish particulars		
	<b>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?</b>	<b>YES</b>	<b>NO</b>
<b>3.9.1</b>	If so, furnish particulars:		
<b>3.10</b>	<b>Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?</b>	<b>YES</b>	<b>NO</b>
<b>3.10.1</b>	If so, furnish particulars		
<b>3.11</b>	<b>Are any of the company's directors, managers, principle shareholders or stakeholders in the service of the state?</b>	<b>YES</b>	<b>NO</b>
<b>3.11.1</b>	If so, furnish particulars:		
<b>3.12</b>	<b>Is any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in the service of the state?</b>	<b>YES</b>	<b>NO</b>
<b>3.12.1</b>	If so, furnish particulars:		

<b>3.8.</b>	<b>VAT Registration Number</b>		
<b>3.9.</b>	<b>Are you presently in the service of the state?</b>	<b>YES</b>	<b>NO</b>
<b>3.7.1</b>	If so, furnish particulars:		
<b>3.8</b>	<b>Have you been in the service of the state for the past twelve months?</b>	<b>YES</b>	<b>NO</b>
<b>3.8.1</b>	If so, furnish particulars		

the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999); (e) member of the accounting authority of any national or provincial public entity; or (f) employee of Parliament or a provincial legislature.

	<b>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?</b>	<b>YES</b>	<b>NO</b>
<b>3.9.1</b>	If so, furnish particulars:		
<b>3.10</b>	<b>Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?</b>	<b>YES</b>	<b>NO</b>
<b>3.10.1</b>	If so, furnish particulars		
<b>3.11</b>	<b>Are any of the company's directors, managers, principle shareholders or stakeholders in the service of the state?</b>	<b>YES</b>	<b>NO</b>
<b>3.11.1</b>	If so, furnish particulars:		
<b>3.12</b>	<b>Is any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in the service of the state?</b>	<b>YES</b>	<b>NO</b>
<b>3.12.1</b>	If so, furnish particulars:		
<b>3.10.</b>	<b>VAT Registration Number</b>		

3.11.	Are you presently in the service of the state?	YES	NO
3.7.1	If so, furnish particulars:		
3.8	Have you been in the service of the state for the past twelve months?	YES	NO
3.8.1	If so, furnish particulars		
	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?	YES	NO
3.9.1	If so, furnish particulars:		
3.10	Are you aware of any relationship (family, friend, other) between a bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?	YES	NO
3.10.1	If so, furnish particulars		
3.11	Are any of the company's directors, managers, principle shareholders or stakeholders in the service of the state?	YES	NO
3.11.1	If so, furnish particulars:		
3.12	Is any spouse, child or parent of the company's directors, managers, principle shareholders or stakeholders in the service of the state?	YES	NO
3.12.1	If so, furnish particulars:		

#### 4. DECLARATION

I, the undersigned (name) \_\_\_\_\_ furnished \_\_\_\_\_, certify that the information above is correct.

I accept that the state may act against should this declaration prove to be false.

SIGNATURE

DATE

NAME OF SIGNATORY

POSITION

NAME OF COMPANY

## 7. MBD 6.1 PROCUREMENT REGULATIONS 2017 – PURCHASES / SERVICES (80/20)

### NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2017.

### 1 GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50,000,000 (all applicable taxes MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL included); and
- the 90/10 system for requirements with a Rand value above R50, 000,000 (all applicable taxes included).

1.2 **The value of this bid is estimated not to EXCEED R50, 000,000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.**

1.3 Preference points for this bid shall be awarded for:

- Price; and
- B-BBEE Status Level of Contribution.

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

	POINTS
1.3.1.1. Price	80
1.3.1.2. B-BBEE status level of contribution	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 Failure on the part of a bidder to fill in and/or to sign this form will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

### 2 DEFINITIONS

2.1 *“All Applicable Taxes”* includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

2.2 *“B-BBEE”* means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;

2.3 *“B-BBEE status level of contributor”* means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;

2.4 *“Bid”* means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;

2.5 *“Broad-Based Black Economic Empowerment Act”* means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

2.6 *“Comparative Price”* means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;

2.7 *“Consortium or Joint Venture”* means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract;

- 2.8 *“Contract”* means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 *“EME”* means any enterprise with an annual total revenue of R5 million or less (except where Sector Charter Thresholds apply);
- 2.10 *“Firm Price”* means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 *“Functionality”* means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- 2.12 *“Non-firm Prices”* means all prices other than “firm” prices;
- 2.13 *“Person”* includes a juristic person;
- 2.14 *“Rand Value”* means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.15 *“Sub-contract”* means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 *“Total Revenue”* bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the Government Gazette on 9 February 2007;
- 2.17 *“Trust”* means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 *“Trustee”* means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### **3 ADJUDICATION USING A POINT SYSTEM**

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.

- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### **4 POINTS AWARDED FOR PRICE**

#### **4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

**80/20                      or                      90/10**

$$P_s 80 (P_t - P_{min})$$

$$P_s 90 (P_t - P_{min})$$

**Where:**

- $P_s$  = Points scored for comparative price of bid under consideration  
 $P_t$  = Comparative price of bid under consideration  
 $P_{min}$  = Comparative price of lowest acceptable bid

## 5 POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

- 5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

## 6 BID DECLARATION

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

**6.1.2. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

6.1.2.1. B-BBEE Status Level of Contribution as reflected on the B-BBEE Certificate

6.1.2.2. Points claimed in respect of Level of Contribution (maximum of 10 or 20 points)

Points claimed in respect of paragraph 6.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

**7. SUB-CONTRACTING**

7.1. Will any portion of the contract be sub-contracted? <i>(Tick applicable box)</i>	YES		NO	
7.1.1. If yes, indicate:				
7.1.1.1. what percentage of the contract will be subcontracted?				
				%
7.1.1.2. the name of the sub-contractor?				
7.1.1.3. the B-BBEE status level of the sub-contractor?				
7.1.1.4. whether the sub-contractor is an EME? <i>(Tick applicable box)</i>	YES		NO	

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

Name of Enterprise			
VAT registration number			
Company registration number			
TYPE OF ENTERPRISE <i>(Tick applicable box)</i>	Partnership / Joint Venture / Consortium		
	One person business / sole proprietor		
	Company		
	Close Corporation		
Describe principal business activities			
Company Classification <i>(Tick applicable box)</i>	Manufacturer		
	Supplier		
	Professional service provider		
	Other service providers, e.g. transporter, etc.		
TOTAL NUMBER OF YEARS THE ENTERPRISE HAS BEEN IN BUSINESS			

9.

I/we, the undersigned, who is / are duly authorized to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that: (i) The information furnished is true and correct;

(ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.

(iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;

- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have – (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alter am partum* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution

**SIGNATURE OF  
BIDDER(S):**

**WITNESS 1:**

**WITNESS 2:**

**DATE:**

**ADDRESS:**

## 8. MBD 6.2 – DECLARATION CERTIFICATE LOCAL PRODUCTION AND CONTENT

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

1. General Conditions
- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9. (1) and 9. (3) Make provision for the promotion of local production and content.
- 1.2. Regulation 9. (1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9. (3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and BBBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left( \frac{x}{y} \right) \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as indicated in paragraph 4.1 below.

A bid will be disqualified if:

- 1.7.
  - ☐ the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and.
  - ☐ this declaration certificate is not submitted as part of the bid documentation.

### 2. Definitions

- 2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;
- “bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.2.
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- “designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.4.

- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
	<b>100%</b>
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered?  
have any imported content? YES / NO
- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information are accessible on **[www.reservebank.co.za](http://www.reservebank.co.za)**.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

<b>Currency</b>	<b>Rates of exchange</b>
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON  
NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT  
RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID No.** \_\_\_\_\_

**ISSUED BY:** (Procurement Authority / Name of Institution): \_\_\_\_\_

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, \_\_\_\_\_ (full names), do hereby declare, in my capacity as \_\_\_\_\_ of \_\_\_\_\_ (name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.
- (c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % , as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

<b>SIGNATURE</b>		<b>DATE:</b>	
<b>WITNESS 1:</b>		<b>WITNESS 2:</b>	
<b>DATE:</b>		<b>DATE:</b>	

## 9. MBD 8 – 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.

4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?  <i>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the Audi alter am partum rule was applied).</i>	<b>Yes</b>	<b>No</b>
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)?  <i>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</i>	<b>Yes</b>	<b>No</b>
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?	<b>Yes</b>	<b>No</b>
4.3.1	If so, furnish particulars:		

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:		

## 5. 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:		NAME (PRINT):	
CAPACITY:		DATE:	
NAME OF FIRM:			

## 10. CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> Collusive bidding is a *per se* prohibition meaning that it cannot be justified under any grounds.
3. 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. takes 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 prevent any 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:

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<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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:

In response to the invitation for the bid made by:

### KNYSNA MUNICIPALITY

I, the undersigned, in submitting the accompanying bid, hereby make the following statements that I certify to be true and complete in every respect:

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<sup>3</sup> will not be construed as collusive bidding.
7. 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		NAME (PRINT)	
CAPACITY		DATE	
NAME OF FIRM			

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## 11. MDB 15 – Certificate for Payment of Municipal Service

**NAME OF THE BIDDER:** \_\_\_\_\_

**FURTHER DETAILS OF THE BIDDER'S; Director / Shareholder / Partners, etc:**

Director / Shareholder / partner	Physical address of the Business	Municipal Account number(s)	Physical residential address of the Director / shareholder / partner	Municipal Account number(s)

**NB:** Please attach certified copy (ies) of ID document(s)

I, \_\_\_\_\_,

(Full name in block letters) the undersigned, certify that the information furnished on this declaration form is correct and that I / we have no undisputed commitments for municipal services towards a municipality in respect of which payment is overdue for more than 90 days.

If the value of the transaction is expected to exceed R10 million (VAT included) I certify that the bidder has no undisputed commitments for municipal services towards **a Municipality** in respect of which payment is overdue for more than 30 days;

**THUS DONE AND SIGNED** for and on behalf of the Bidder, at \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Number of sheets appended by the tenderer to this schedule (If nil, enter NIL)

SIGNATURE:		NAME (PRINT):	
CAPACITY:		NAME OF FIRM:	

**For office use (comments):**

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## PART B – SPECIFICATIONS AND PRICING SCHEDULE

### 12.1 SPECIAL CONDITIONS

The additional conditions of tender are:

1. **Evaluation will be done per section. All items in a section must be completed for a supplier to be responsive for the section.**
2. The Municipality will issue a “call off” order for the estimated amount and requirements will be drawn against this as and when required.
3. **The successful bidder must deliver the items to the Municipal Store and not a third party.**
4. The intention of this tender will be to reduce own stock levels. Minimum stock levels will be kept on these items and it will be expected from suppliers to be in a position to provide required stock within short timeframes, not more than 36 working hours, at no additional cost to the Municipality.
5. Suppliers are responsible for own insurance related to the storing of stock at their own facilities up and until delivery of such stock at the Municipality.
6. Delivery periods within 36 working hours must be guaranteed.
7. All tenderers must attach their latest municipal account.
8. All goods must be SABS approved where applicable and proof must be submitted of SABS approval with tender.
9. Prices must include delivery to municipal store's and be fixed till 30 June 2018 thereafter the price can be negotiated with the Manager SCM up to a limit of 15%.
10. Invoices will be paid on a monthly basis. Invoices must be emailed to [icordier@knysna.gov.za](mailto:icordier@knysna.gov.za) as well as [bbooyesen@knysna.gov.za](mailto:bbooyesen@knysna.gov.za)
11. All invoices and statements must reflect the order number.
12. Subject to [section 10](#)(3) of the Occupational Health and Safety Act of 1993, every person who manufactures, imports, sells or supplies any hazardous chemical substance for use at work, shall, as far as is reasonably practicable, **provide the person receiving such substance, free of charge, with a material safety data sheet in the form of Annexure 1 of the Act, containing all the information as contemplated in either ISO 1 1014 or ANSI Z400.1.1993.**

I, the undersigned, have read and understand the conditions given above:

COMPANY

SIGNATURE OF TENDERER

DATE

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## 12.2 FUNCTIONALITY

All bids will be evaluated by a panel on the basis of functionality (100%) and Price 80. The points scored for functionality will not be carried over to price, but will only be used as a gate keeping exercise. The final evaluation will be done in terms of the Council's Preferential Procurement Policy which states 80 for price and the remaining 20 for B-BBEE.

Regarding functionality, the following criteria will be applicable and the maximum weighting of each criterion is indicated in brackets:

1. **How long has the supplier been supplying and selling items related to this tender supplies?**  
**Attach company profile and proof of company registration as well as proof that company supply theses specified items.**

**(15 points)**

0-5 years: 5 points

6-10 years: 10 points

10+years: 15 points

2. **Supplier to attached references for previous and similar work done? ( Supplying of Stationery Items ) (15 points)**

2 references: 5 points

4 references: 10 points

More than 5 references: 15 points

**A bidder that scores less than 20 points out of 30 in respect of functionality will be regarded as submitting a non-responsive bid and will be disqualified.**

**Name of Tendering Firm:** .....

### **SECTION 1: Office Essentials & Desk Accessories**

**Tenderers MUST tender for every item in each line and column for Office Essentials & Desk Accessories.** Should any tenderer fail to tender as stated above, your tender for this item will be disqualified. This **Section 1** will be awarded to one tenderer.

## PRICING & SPECIFICATIONS

N0	Description	Unit of Measure	Price per item as indicated in description Excl. Vat
	<b>SECTION 1</b> <b>OFFICE ESSENTIALS &amp; DESK ACCESSORIES</b>  This item OFFICE ESSENTIALS & DESK ACCESSORIES will be awarded to ONE tenderer. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified.		
1	Self-Adhesive Notes 38x50mm Yellow- for messages ,notes & reminders (100/Sheet)	Per /100	
2	Self-Adhesive Notes 70x75mm Yellow- for messages, notes & reminders (100/ Sheet)	Per /100	
3	Self-Adhesive Notes 75x100mm Yellow- for messages, notes & reminders (100/ Sheet)	Per/100	
4	Self-Adhesive Notes 75x125mm Yellow- for messages, notes & reminders (100/ Sheet)	Per/100	
5	Self-Adhesive Neon Notes 38x51mm 5 Assorted Colors (300 sheet cube)	Per/ 300	
6	Self-Adhesive Neon Notes 51x51mm 5 Assorted Colors (400 sheet cube)	Per/ 400	
7	Self-Adhesive Neon Notes 75x75mm 5 Assorted Colors (400 sheet cube)	Per/ 400	
8	3M Post It Neon Notes 50x38mm 100 sheets per pad	Per/ 100	
9	3M Post It Neon Notes 38x50mm 100 sheets per pad (5 pads per pack)	Per/ 100	
10	Self-Adhesive Neon Notes 75x75mm for messages, notes & reminders (3 pads per pack, 100 sheets per pad) Assorted colors	Per pack of 3	
11	Highlighter Film 48x6mm Strips- Ideal for highlighting (10 pads/ 20 sheets per pad)	Per/10 pads	
12	Pop-Up Page Marker 12mm wide (60 flags/ 3 colors)	Per/ pack	
13	Neon Flag Indexer 48x12mm for messages, notes & reminders (5 pads & 20 sheets per pad) 5 colors	Per/ pack	
14	Neon Flag Indexer 50x14mm for messages, notes & reminders (5 pads & 50 sheets per pad) 5 colors	Per/ pack	
15	Post It Flag Indexer 25.4x43.6mm (50 flags per Dispenser) 8 different colors	Per/ pack	

16	3M Post It Mini Flag Indexer 11.9x43.2mm (140 flags per dispenser) 4 vibrant standard colors	Per/ pack	
17	Desk Cube Holder only 10x10cm Assorted colors	each	
18	Desk Cube Refills White 9x9cm	Per/ pack	
19	Desk Cube Refills Pastel Rainbow colors 9x9cm	Per/ pack	
20	Memo Cube Holder 9x9cm (Stylish)	each	
21	Memo Cube Refill 9x9x9cm (800 assorted colored sheets)	Per/ pack	
22	Drawer Organizer (molded plastic) 293x180mm (10 compartments)	each	
23	Drawer Organizer (molded plastic) 325x240mm (7 compartments)	each	
24	3- Tier Letter Tray (stackable/ Rubber feet/ Modern design) 235x330mm	each	
25	Viking Letter Trays (molded plastic/ stackable/ label holder ) A4	each	
26	Letter Tray Connectors (4/ set)	Per/ 4 set	
27	Tubular Desk Organizer (molded plastic)	each	
28	Desk Tidy ( molded plastic) Organizer pens, erasers, paper clips & note paper	each	
29	Plastic Waste Paper Bin 15lt Square	each	

30	Plastic Waste Paper Bin 15lt Round	each	
31	Business card Holder 96 card capacity PVC cover	each	
32	Business Card Holder & Refills A5 PVC cover 96 card capacity	each	
33	Paper Clips Nickel plated 100/box 25mm	Per/ box	
34	Paper Clips Nickel plated 100/box 50mm	Per/ box	
35	Paper Clips Nickel plated 100/box 78mm	Per/ box	
36	Paper Clips Plastic coated 100/ box 28mm White	Per/ box	
37	Paper Clips Plastic coated 100/ box 28mm Assorted Colors	Per/ box	
38	Pape4r Clip Dispenser: Magnetic round Top (Includes 250x30mm Clips)	each	
39	Fold back Clips 19mm Length	each	
40	Fold back Clips 32mm Length	each	
41	Fold back Clips 41mm Length	each	
42	Fold back Clips 51mm Length	each	
43	Bulldog Clips 22mm Length	each	
44	Bulldog Clips 40mm Length	each	
45	Bulldog Clips 50mm Length	each	
46	Bulldog Clips 65mm Length	each	

47	Bulldog Clips 75mm Length	each	
48	Map Pins: 12mm Length with 5mm Round Head (100)	Per/Box	
49	Push Pins: 10mm Length with 7mm head diameter (20/Tub)	Per/Tub	
50	Indicator Pins: 15mm Long with 15mm head diameter (20/Tub)	Per/Tub	
51	Drawing Pins: Brass plated 11mm head diameter (100/box)	Per/Box	
52	Office Pins: Nickel Plated 26mm 100g	Per/Box	
53	Rubber Bands: Size 34 (100g)	Per/ Pack	
54	Rubber Bands : Size 34 (500g)	Per/Pack	
55	Finger Cones Small	each	
56	Finger Cones Medium	each	
57	Finger Cones Large	each	
58	Clear Ruler 30cm: Shatter resistant	each	
59	Scale Ruler 30cm: Triangular Reduction scales, Numerated on all sides, Dimensions in cm & mm	each	
60	Steel Ruler: 30cm Steel, Metric one side & imperial on reverse	each	
61	Steel Ruler: 1m Steel, Metric one side & imperial on reverse	each	
62	Orange Handle Scissors: Stainless Steel Blade, Office use 21.5cm	each	
63	Key Tags: Soft Plastic, Name card holder Assorted colors	each	
64	Staples 6mm: No.26/6 (5000/Box)	Per/Box	
65	Heavy Duty Staples 6mm (2-30 sheets) 1000/ box	Per/ Box	
66	Heavy Duty Staples 8mm (30-50 sheets) 1000/ box	Per/ Box	
67	Heavy Duty Staples 10mm (50-70 sheets) 1000/ box	Per/ Box	
68	Heavy Duty Staples 12mm (70-100 sheets) 1000/ box	Per/ Box	
69	Heavy Duty Staples 15mm (100-120 sheets) 1000/ box	Per/ Box	
70	Staple Remover: Claw Style for Standard Staples	each	
71	Extract It Staple Remover: Knife type staple remover	each	
72	Stapler: Half strip, metal, adjustable anvil for pinning (uses 26/6 staples) staples 20 sheets	each	
73	Plier Stapler: Office use, metal (Staples up to 40 sheets)	each	
74	Heavy Duty Stapler (KW Trio) uses 23/6 to 23/24 staples , staples up to 210 sheets	each	
75	Punch: 2 Hole, Light duty, (punches up to 25 sheets)	each	

76	Heavy Duty Punch: 2 hole, Built - in handle (punches 190 sheets)	each	
	Sub Total for items 1-76 (Excluding Vat)		
	Vat 15%		
	Total ( Including Vat)		
	Name of Tenderer: .....		
	Delivery Period: ..... (Maximum 2 Days		
	<b>SECTION 2 PAPER &amp; BOARD</b>		
<b>No</b>	<b>Description</b>  This item PAPER & BOARD will be awarded to one tenderer. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified.	<b>Unit of Measure</b>	<b>Price per item as indicated in Description</b>  <b>Excl. Vat</b>
1	A4 Copy Paper: White 80gsm 500 sheets per ream Product of South Africa 5 reams per box Bond paper	Price per Ream	
2	A3 Copy Paper: White 80gsm 500 sheets per ream Product of South Africa 5 reams per box Bond Paper	Price per Ream	
3	A4 White Board: 160gsm 100 sheets per pack Product of South Africa	Price per Pack	
4	A4 Board: Pink 160gsm 100 sheets per pack Product of South Africa	Price per Pack	
5	A4 Board: Green 160gsm	Price per Pack	

	100 sheets per pack Product of South Africa		
6	A4 Board: Yellow 160gsm 100 sheets per pack Product of South Africa	Price per Pack	
7	A4 Board: Red 160gsm 100 sheets per pack Product of South Africa	Price per Pack	
8	Photo Quality Glossy Paper 180gsm UV Resistant Instant Drying Inkjet & LaserJet 20 sheets per pack	Price per Pack	
9	Photo Quality Matt Paper Archival Instant Drying Smudge & Water resistant 170gsm 100 sheets per pack	Price per Pack	
10	Computer Paper- Continuous Feed with down perforations Blue Eyeliner 280 x 390mm 1 Part 60gsm (2000 per box)	Price per Box	
11	Printer Rolls (Till Rolls) 57 x 57mm Bond Paper 100 rolls per box	Price per Box	
12	Printer Rolls (Till Rolls) 76 x 76mm Bond Paper 50 rolls per box	Price per Box	
13	Printer Rolls (Thermal till rolls) 57 x 50mm 50 rolls per box	Price per Box	
14	Printer Rolls (Thermal till rolls) 57 x 57mm 50 rolls per box	Price per Box	
15	Printer Rolls (Thermal till rolls) 76 x 76mm 50 rolls per box	Price per Box	
	Sub Total for Items 1-15 (Excluding Vat)		
	Vat 15%		
	Total Including Vat)		
	Name of Tenderer: .....		
	Delivery Period: ..... (Maximum 2 Days)		

	<p style="text-align: center;"><b>SECTION 3 ENVELOPES</b></p> <p>Tenderers <b>MUST</b> tender for every item in each line and column for ENVELOPES to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified. This item will be awarded to ONE tenderer.</p>		
<b>No</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Price per unit (Excl. Vat)</b>
1	Easi - Seal Manilla 324 X 229mm (C4) 250 per box	Price per Box	
2	Easi - Seal Manilla 353 X 250mm (B4) 250 per box	Price per Box	
3	Easi – Seal Manilla 458 X 325mm (C3) 250 per box	Price per Box	
4	X Ray 438 X 362mm Kraft Un-gummed 250 per box	Price per Box	
5	Easi - Seal 114 X 162mm White (C6) 500 per box	Price per Box	
6	Easi - Seal 114 X 162mm White Window (C6) 500 per box	Price per Box	
7	Easi - Seal 114 X 162mm Manilla (C6) 500 per box	Price per Box	
8	Easi – Seal 114 X 162mm Manilla Window (C6) 500 per box	Price per Box	
9	Easi - Seal 110 X 220mm White (DLB) 500 per box	Price per Box	
10	Easi - Seal 110 X 220mm White Window (DLB) 500 per box	Price per Box	
11	Easi -Seal 110 X 220mm Manilla (DLB) 500 per box	Price per Box	
12	Easi - Seal 110 X 220mm Manilla Windows (DLB) 500 per box	Price per Box	
13	Easi -Seal 229 X 162mm Manilla (C5) Price per box	Price per Box	
14	Padded Envelopes 110 X 160mm Size 1	Each	
15	Padded Envelopes 220 X 260mm Size 2	Each	
16	Padded Envelopes 220 X 330mm Size 3	Each	
17	Padded Envelopes 240 X 330mm Size 4	Each	
18	Padded Envelopes 270 X 360mm Size 5	Each	

19	Padded Envelopes 300 X 400mm Size 6	Each	
	Sub Total for Items 1-19 (Excl. Vat)		
	Vat 15%		
	Total Incl. Vat		
	Name of Tenderer: .....		
	Delivery Period: ..... (Maximum 2 Days)		
<p style="text-align: center;"><b>SECTION 4</b> <b>LABELLING</b></p> <p>Tenderers <b>MUST</b> tender for every item in each line and column for LABELLING. Should any tenderer fail tender as stated above, your tender for this item will be disqualified. This section 4 will be awarded to ONE tenderer.</p>			
NO	Description	Unit of Measure	Price per item (Excl. Vat)
1	Lever Arch Labels- Self Adhesive (Fit W71 Spine) A4 (12/ pack)	Per Pack	
2	Lever Arch Labels – Pastel Colors (Pack of 12)	Per Pack	
3	Redfern Instruction Labels (URGENT) 34X16mm 125/ box	Per Box	
4	Redfern Instruction Labels (Confidential) 34x16mm 125/ box	Per Box	
5	Brother P Touch PT80 Label Printer 9 Print Styles, 2 font sizes	Each	
6	Brother P TOUCH pt 2730 vp Desktop Label Printer USB PC connectivity, Stores 99 labels to built-in memory	Each	
7	Laminated TZe Tape 12mm Black on White (Brother)	Each	
8	Laminated TZe Tape 9mm Black on White (Brother)	Each	
9	Laminated TZe Tape 18mm Black on White (Brother)	Each	
10	Laminated TZe Tape 24mm Black on White (Brother)	Each	
11	Laminated TZe Tape 9mm Black on Blue (Brother)	Each	
12	Laminated TZe Tape 12mm Black on Blue (Brother)	Each	

13	Laminated TZe Tape 18mm Black on Blue (Brother)	Each	
14	Laminated TZe Tape 24mm Black on Blue (Brother)	Each	
15	Laminated TZe Tape 9mm Black on Yellow (Brother)	Each	
16	Laminated TZe Tape 12mm Black on Yellow (Brother)	Each	
17	Laminated TZe Tape 18mm Black on Yellow (Brother)	Each	
18	Laminated TZe Tape 24mm Black on Yellow (Brother)	Each	

	Sub Total for Items 1-18 (Excl. Vat)		
	Vat 15%		
	Total Incl. Vat		
	<u>Signature of Tenderer:</u>  <u>Delivery Period:</u> ..... (Maximum 10 Working Days)		
	<p style="text-align: center;"><b>SECTION 5</b> <b>BOOKS &amp; PADS</b></p> <p>Tenderers <b>MUST</b> tender for every item in each line and column for BOOKS &amp; PADS to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified. This item will be awarded to ONE tenderer.</p>		
<b>No</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Price per unit (Excl. Vat)</b>
1	Prime Line Counter Books A4 (297 x 210mm) 192 Pages Hard Cover Feint ruled & margin Quarter bound	Each	
2	Croxley Counter Books A4 (297 X 210mm) 192 Pages Hard Cover Quarter bound Quad ruled & margin	Each	
3	Note Books A5 (210 X 148mm) 100 Pages Ruled, Wiro-Bound	Each	

4	Shorthand Notebook A5 (210 x 148mm) No Centre line 144 Pages	Each	
5	Shorthand Notebook A5 (210 x 148mm) Centre line 144 Pages	Each	
6	Pen Carbon Books A6L (105 X 148mm) 100 sheets duplicate	Each	
7	Pen Carbon Books A6 (163 X 105mm) 100 sheets duplicate	Each	
8	Pen Carbon Books A5 (210 x 148mm) 100 sheets duplicate	Each	
9	Pen Carbon Books A4 (297 x 210mm) 100 sheets triplicate	Each	
10	Pen Carbon Books A6 (105 x 148mm) 100 sheets triplicate	Each	
11	Pen Carbon Books A5 (210 X 148mm) 100 sheets triplicate	Each	
12	Pen Carbon Books A4 (297 x 210mm) 100 sheets triplicate	Each	
13	Attendance Register 14 Leaves Manilla cover	Each	
14	Attendance Register 36 Pages	Each	
15	Attendance Register A4 Hard cover 297 x 210mm 32 pages	Each	
16	Visitors Book Hard cover 310 x 220mm 100 pages various headings	Each	
17	Visitors Book Hard cover 430 x 310mm 100 pages includes conditions of stay/ visit (various headings)	Each	
18	RBE Vehicle Log Book A5 148 X 210mm (Landscape) No carbon required Both copies printed Wiro bound SARS Approved	Each	
19	Delivery Book 147 x 203mm Full bound (parcel delivery) 96 pages	Each	
20	Time Book 198 x 137mm, Weekly, 168 pages, full bound Croxley	Each	
21	Account Book A4 Journal 297 x 210mm 192 pages Hard cover	Each	
22	Croxley Exam Pads A4 297 x 210mm 100 sheets Punched White wove paper Bound at head, Ruled	Each	
	Sub Total for Items 1-22 (Excl. Vat)		
	Vat 15%		

	<b>Total Incl. Vat</b>		
	<b>Name of Tenderer:</b> ..... <b>Delivery Period:</b> ..... (Maximum 2 Working Days)		
<b>NO</b>	<b>SECTION 6</b> <b>DIARIES &amp; PLANNERS</b>  The items for DIARIES & PLANNERS will be awarded to One tenderer. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to do so as stated above, your tender for this item will be disqualified.	<b>Unit of Measure</b>	<b>Price per Unit (Excl. vat)</b>
<b>1</b>	<b>A5 Diaries- Page a Day Padded Brass Corner</b>	<b>Each</b>	
<b>2</b>	<b>A4 Diaries- Page a Day Padded Brass Corner</b>	<b>Each</b>	
<b>3</b>	<b>A5 Agenda Refills- Page a Day</b>	<b>Each</b>	
<b>4</b>	<b>SAD Desk Calendar A2 420 x 594mm Blotter</b>	<b>Each</b>	
<b>5</b>	<b>SASCO Year Planner (Includes write &amp; wipe marker, mounting tabs &amp; sheets of stickers) 900 x 600mm</b>	<b>Each</b>	
<b>6</b>	<b>Magnetic Year Planner 1200 x 900mm</b> <b>Slide in aluminum pen tray</b> <b>Anodized aluminum frame</b> Includes markers, magnetic date & strips, public holiday markers, planning shapes & 2 x label carriers	<b>Each</b>	
<b>7</b>	<b>Leave &amp; Absence Chart (Includes markers) A2 poster 420 x 594mm</b>	<b>Each</b>	
	<b>Sub Total for Items 1-7 (Excluding Vat)</b>		
	<b>Vat 15%</b>		
	<b>Total (Including Vat)</b>		
	<b>Name of Tenderer:</b> ..... <b>Delivery Period:</b> ..... (Maximum 2 Days)		

NO	SECTION 7 WRITING,DRAWING&CORRECTION	Unit of Measure	Price per unit (Excl. vat)
	The item for WRITING, DRAWING & CORRECTION will be awarded to ONE tenderer. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified.		
1	Crystal Ball Point Pens (Bic) Medium point Black (60/ box)	Per Box	
2	Crystal Ball Point Pens (Bic) Medium point Blue (60/ box)	Per Box	
3	Crystal Ball Point Pens (Bic) Medium point Red (60/ box)	Per Box	
4	Orange Ball Point Pens (Bic) Fine nib Black (60/ box) SABS App.	Per Box	
5	Orange Ball Point Pens (Bic) Fine nib Blue (60/ box) SABS App.	Per Box	
6	Orange Ball Point Pens (Bic) Fine nib Red (60/ box) SABS App.	Per Box	
8	Crystal Easy Glide Ball Point Pen (Bic) Medium Black (60/ box)	Per Box	
9	Super Gel Clique Ballpoint Pen Black with rubber grip 0.7mm nib, retractable	Per Box	
10	Super Gel Clique Ballpoint Pen Blue with rubber grip 0.7mm nib retractable	Per Box	
11	Clic- Ballpoint Pen (Bic) Medium 1.0mm Black (60/ box)	Per Box	
12	Clic- Ballpoint Pen (Bic) Medium 1.0mm Blue (60/ box)	Per Box	
13	Clic- Ballpoint Pen (Bic) Medium 1.0mm Red (60/ box)	Per Box	
14	Uni-Ball Click Gel Rollerball 0.7mm, Rubber grip Black gel ink	Each	
15	Uni-Ball Click Gel Rollerball 0.7mm Rubber grip Blue gel ink	Each	
16	Uni-Ball Click Gel Rollerball 0.7mm Rubber grip Red gel ink	Each	
17	Uni-Ball Eye UB 157 Rollerball Pen 0.7mm Black Visible ink	Each	
18	Pentel K-118 Hybrid Gel Rollerball 0.8mm Rubber grip Black (12/ box)	Per Box	
19	Pentel K-118 Hybrid Gel Rollerball 0.8mm Rubber grip Red (12/ box)	Per Box	
20	Pentel K-118 Hybrid Gel Rollerball 0.8mm Rubber grip Blue (12/ box)	Per Box	
21	Pentel Superb BK77 Ballpoint Pen Fine nib clear Black (12/ box)	Per Box	

22	Pentel Superb BK77 Ballpoint Pen Fine nib clear Red (12/ box)	Per Box	
23	Pentel Superb BK77 Ballpoint Pen Fine nib clear Blue (12/ box)	Per Box	
24	Permanent Marker - Yoken Bullet Point Black Refillable (12/ box) No.10	Per Box	
25	Permanent Marker – Yoken Chisel Point Black Refillable (12/ box) No.20	Per Box	
26	Permanent Marker- Yoken Bullet Point Red Refillable (12/ box) No.10	Per Box	
27	Permanent Marker- Yoken Chisel Point Red Refillable (12/ box) No.20	Per Box	
28	Artline EK700 Fine Permanent Marker 0.7mm nib Black (12/ box)	Per Box	
29	Artline EK700 Fine Permanent Marker 0.7mm nib Red (12/ box)	Per Box	
30	Artline EK700 Fine Permanent Marker 0.7mm nib Blue (12/ box)	Per Box	
31	Artline EK700 Fine Permanent Marker 0.7mm nib Green (12/ box)	Per Box	
32	Artline EK70 Bullet Point Permanent Marker 1.5mm nib Black (12/ box)	Per Box	
33	Artline EK70 Bullet Point Permanent Marker 1.5mm nib Red (12/ box)	Per Box	
34	Artline EK70 Bullet Point Permanent Marker 1.5mm nib Blue (12/ box)	Per Box	
35	Artline EK70 Bullet Point Permanent Marker 1.5mm nib Green (12/ box)	Per Box	
36	Non- Permanent Overhead Projector Marker Fine point Black	Each	
37	Non-Permanent Overhead Projector Marker Fine point Blue	Each	
38	Non-Permanent Overhead Projector Marker Fine point Red	Each	
39	Non-Permanent Overhead Projector Marker Fine point Green	Each	
40	Whiteboard Markers Bullet Point (Set of 12)	Per Pack	
41	Jumbo Highlighters Assorted colors (pack of 6)	Per Pack	
42	Staedtler Pencils HB (pack of 12)	Per Pack	
43	Clique Pencil 0.5mm, Rubber grip, Metal clip	Each	
44	Pencil Leads 0.5mm (pack of 12)	Per Pack	

45	Eraser: Dust free, soft white, high grade, Slide sleeve	Each	
46	Pencil Sharpener-Metal, wedge shaped, single hole	Each	
47	Pencil Sharpener-Metal, wedge shaped, double hole	Each	
48	Desk Sharpener CP80: Fastening clamp, removable shaving tray, auto feed mechanism	Each	
49	Correction Fluid 20ml: Super white with brush, fast drying	Each	
50	Correction Pen: 1mm, metal tip, bullet point, (7ml)	Each	
51	Correction Pen: Multi- purpose fine point, (18ml fluid)	Each	
52	Correction Tape: Instant coverage, immediate over-writing, eliminates show-through 5mm x 5m	Each	
	Sub Total for Items 1-52 (Excluding Vat)		
	Vat 15%		
	Total (Including Vat)		
	Name of Tenderer: .....		
	Delivery Period: ..... (Maximum 2 Days)		
	<p style="text-align: center;"><b>SECTION 8</b> <b>ADHESIVE TAPES &amp; GLUES</b></p> <p>This Item for ADHESIVE TAPES &amp; GLUES will be awarded to ONE tenderer. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified.</p>		
<b>No</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Price per unit (Excl. Vat)</b>
1	Adhesive Tape: Clear polypropylene 12mm x 66m	Each	
2	Adhesive Tape: Clear Polypropylene 18mm x 66m	Each	
3	Adhesive Tape: Clear Polypropylene 24mm x 66m	Each	
4	Scotch Magic Tape: 12mm x 25m Small core	Each	
5	Scotch Magic Tape: 18mm x 25m Small core	Each	

6	Scotch Magic Tape: 12mm x 50m Large core	Each	
7	Scotch Magic Tape: 18mm x 50m Large core	Each	
8	Scotch Magic Tape: 24mm x 50m Large core	Each	
9	Masking Tape: 12mm x 33m	Each	
10	Masking Tape: 24mm x 33m	Each	
11	Masking Tape: 48mm x 33m	Each	
12	Dual Tape Dispenser: Anti-slip weighted base, uses small core and large core (75mm large & 25mm small core)	Each	
13	Heavy Duty Tape Dispenser: Desktop, 75mm core	Each	
14	Pritt Glue Stick: 43g	Each	
15	Bostik Glue Stick: 36g	Each	
16	Pritt All Purpose Liquid Gel 50ml	Each	
17	Bostik Clear Adhesive 25ml	Each	
18	Alcolin Contact Glue 25ml	Each	
19	Penguin Office Glue: Liquid glue 250ml	Each	
20	Bostik- Prestik: Acid free 100g	Each	
21	Pritt Ponal Wood Glue 500ml	Each	
22	Pritt Ponal Wood Glue 1lt	Each	
	Sub Total for Items 1-22 (Excl. Vat)		
	Vat 15%		
	Total (Incl. Vat)		
	<u>Signature of Tenderer:</u>  <u>Delivery Period:</u> ..... (Maximum 2 Working Days)		
	SECTION 9 FILING & OPTIPLAN TOP RETRIEVAL  This item for FILING & OPTIPLAN TOP RETRIEVAL will be awarded to ONE tenderer. Tenderers MUST tender for every item in each line and		

	column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified.		
No	Description	Unit of Measure	Price per unit (Excl. Vat)
1	Board Lever Arch File A4 350mm x 280mm (80mm spine)	each	
2	Polypropylene Lever Arch File A4 70mm Spine	each	
3	PVC Lever Arch File A4 70mm Spine	each	
4	Board Ring Binder A4 320mm x 260mm (25mm spine) 2 O-Ring	each	
5	Polypropylene Ring Binder A4 25mm Spine 2 D-Ring	each	
6	Lever Arch Storage Unit: Sto-Away filing unit 575L x 375H x 290W (Hold 6 files) Grey	each	
7	Polypropylene Indexes: Printed A-Z (A4)	each	
8	Polypropylene Indexes: Printed Jan-Dec (A4)	each	
9	Polypropylene Indexes: A4 (5 Tab Numbered)	each	
10	Polypropylene Indexes: A4 (10 Tab Numbered)	each	
11	File Dividers 2 hole punch, 5 assorted pastel colours, 160gsm board, Pack of 100 (230mm x 100mm)	Per pack	
12	Board Dividers: A4 Rainbow Pastel JD1477 (5 Tab plain)	each	
13	Board Dividers: A4 Rainbow Pastel JD1478 (10 Tab plain)	each	
14	Croxley Kwik Sorter 746mm x 130mm Indexed A-Z	each	
15	Croxley Kwik Sorter 746mm x 130mm Indexed 1-31	each	
16	Croxley Kwik Sorter 746mm x 130mm Indexed Jan-Dec	each	
17	Spike File: Plastic spike with heavy base	each	
18	Vision Wall Pocket Organiser: A4 documents (Set of 3)	Per set	
19	Magazine Holder: Moulded quality plastic, Label holder & finger grip, 75mm capacity, A4	each	
20	Suspension Files: Foolscap, Coated metal rails, colour tabs included, Maylar protection strip top & bottom (25/ pack)	Per pack	
21	Twinlock Suspension Files: Tabs & inserts included, A4 Foolscap, (50/ box)	Per box	
22	Flip File Books: A4 (10 pockets per book)	each	
23	Flip File Books: A4 (20 pockets per book)	each	
24	Flip File Books: A4 (30 pockets per book)	each	
25	Flip File Books: A4 (40 pockets per book)	each	
26	Filing Pockets: A4 (pack of 100) 40 micron	Per pack	
27	Filing Pockets: A4 (pack of 10) 40 micron	Per pack	

28	Presentation Folder: Inside pocket, ideal for documents or quotations, flat bar fastening mechanism, A4, clear crystal polyprop cover	each	
29	Carry Folder: Strong & durable, Stud fastener to keep documents secured, A4	each	
30	Expanding File: Board, Foolscap, 16 pockets with index tabs, elastic strap to secure cover	each	
31	Concertina File: Foolscap, Kraft quality, 16 pockets, Indexed A-Z	each	
32	Accessible File: Tinted board, 350mm x 240mm, 360gsm, Bright colours	each	
33	Board Folders: 200gsm, 348mm x 228mm, Tokai Flush, Pastel pack, (100/ pack)	Per pack	
34	Board Folders: 200gsm, 348mm x 226mm + 100mm Flap, Tokai, (5 sets per pack)	Per pack	
35	Slide Binders: A4, 5mm	Per pack	
36	Slide Binders: A4, 10mm	Per set	
37	Slide Binders: A4, 15mm	Per set	
38	Metal File Fasteners: Slide locking, (50/ box)	Per box	
39	Paper Fasteners: Brass split pins, 13mm No.2, (100/ box)	Per box	
40	Paper Fasteners: Brass split pins, 19mm No.3, (100/ box)	Per box	
41	Paper Fasteners: Brass split pins, 25mm No.4, (100/ box)	Per box	
42	Plastic Clipboards: Strong & steady clip, Includes hanging hook & pen holder, A4	each	
43	Masonite Clipboard: 355mm x 230mm	each	
44	Folding Clipboard: PVC Laminated onto heavy-duty board, heavy-duty metal clip, hanging hole	each	
45	Optiplan Files with flap: Custodian cream, Ref 410, 120gsm, (pack of 100)	Per pack	
46	Optiplan File Labels: Single colour, 10 sheets x 21 each	Per pack	
47	Optiplan Plastic Containers: A4, Pack of 5 in one colour	Per pack	
48	Optiplan Board Containers: Reinforced, A4, pack of 5	Per pack	
49	Optiplan Archive Boxes: 245mm x 325mm x 105mm (5/ pack) A4	Per pack	
50	Optiplan Storage Boxes with Lids: 255mm x 330mm x 460mm (5/ pack) Ref 390	Per pack	
51	Optiplan File Dividers: 90gsm, Preprinted scaling, Custodian cream, (50/ pack) Ref 653	Per pack	
52	File Fasteners: Plastic, coloured, slide locking (50/ box)	Per box	
	Sub Total for Items 1-52 (Excl. Vat)		

	Vat 15%		
	Total Incl. Vat		
	<u>Signature of Tenderer:</u>  <u>Delivery Period:</u> ..... (Maximum 2 Working Days)		
	<p style="text-align: center;"><b>SECTION 10</b> <b>RUBBER STAMP &amp; INK</b></p> <p>The Items for RUBBER STAMP &amp; INK will be awarded to one Tenderer. Tenderers must tender for every item in each line and column to be considered for evaluation. Should any Tenderer fail to tender as stated above, your tender for this item will be disqualified.</p>		
<b>No</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Price per unit (Excl. Vat)</b>
1	Trodat Self Inking Dater: Date Stamp, convenient, climate neutral (4810) Date 3.8mm in height	each	
2	Trodat Self Inking Dater: Date Stamp, convenient, climate neutral, (4820) Date 4mm in height	each	
3	Trodat Self Inking Standard Stamps: Stock stamp, easy to replace ink pad, 38mm wide x 14mm high	each	
4	KW Trio Numbering machine: 4mm numbers, automatic numbering feature, self -inking, strong metal construction, 8 digit	each	
5	Stamp Pad: plastic,un-inked, 110 x 70mm	each	
6	Endorsing Ink: For stamp pads, 30ml	each	
	Sub Total for Items 1-6 (Excl. Vat)		
	Vat 15%		
	Total Incl. Vat		
	<u>Signature of Tenderer:</u>  <u>Delivery Period:</u> ..... (Maximum 2 Working Days)		

	<p style="text-align: center;"><b>SECTION 11 PACKAGING</b></p> <p>NB: This items for PACKAGING will be awarded to ONE TENDERER. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified.</p>		
<b>No</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Price per unit (Excl. Vat)</b>
1	Packaging Tape: Clear, 48mm x 100m	each	
2	Packaging Tape: Brown, 48mm x 100m	each	
3	Red Secure Tape: 35mm x 33m	each	
4	Cotton Twine: Thin 500gr	each	
5	Cotton Twine: Thin/Medium 500gr	each	
6	Cotton Twine: Medium 500gr	each	
7	Cotton Twine: Thick 500gr	each	
	Sub Total for Item 1-7 (Excl. Vat)		
	Vat 15%		
	Total Incl. Vat		
	<u>Signature of Tenderer:</u>  <u>Delivery Period:</u> ..... (Maximum 2 Working Days)		
	<p style="text-align: center;"><b>SECTION 12 IT ACCESSORIES &amp; DATA STORAGE</b></p> <p>The item for IT ACCESSORIES &amp; DATA STORAGE will be awarded to ONE tenderer. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender will be disqualified.</p>		

No	Description	Unit of Measure	Price per unit (Excl. Vat)
1	Little Log Book- GPS Trip Logger: Electronic, Ideal for business & Tax, Plug & Go	each	
2	Verbatim CD-RW: 700MB, (10/ pack)	Per pack	
3	Verbatim DVD-R: 4.07GB, (10/ pack)	Per pack	
4	Verbatim Pin Stripe Flash Drives: 16GB	each	
5	Verbatim Pin Stripe Flash Drives: 32GB	each	
6	Mouse Pad Economy: 5mm non-slip base, Smooth & constant motion, Polyester fabric, Assorted colours	each	
7	DeLuxe Laptop Cleaning Kit: Include 25ml screen spray, microfiber cloth & carry case	each	
8	PC Cleaning Kit: Includes 120ml screen cleaner, 150ml foam cleaner, microfiber cloth & handy keyboard tool	each	
	Sub Total for Items 1-8 (Excl. Vat)		
	Vat 15%		

	Total Incl. Vat		
	<u>Signature of Tenderer:</u>  <u>Delivery Period:</u> ..... (Maximum 2 Working Days)		
	<p style="text-align: center;"><b>SECTION 13</b> <b>OFFICE MACHINES &amp; ACCESSORIES</b></p> <p>The item for OFFICE MACHINES &amp; ACCESSORIES will be awarded to ONE tenderer. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified.</p>		
No	Description	Unit of Measure	Price per unit (Excl. Vat)
1	Batteries Duracell Power Plus AA (4/ pack)	Per pack	

2	Batteries Duracell Power Plus AAA (4/ pack)	Per pack	
3	Batteries Duracell Power Plus C (2/ pack)	Per pack	
4	Batteries Duracell Power Plus D (2/ pack)	Per pack	
5	Batteries Duracell Power Plus 9V	each	
6	Batteries Duracell Recharge Ultra AA (2/ pack)	Per pack	
7	Batteries Duracell Recharge Ultra AAA (4/ pack)	Per pack	
8	Value Battery Charger AA & AAA: Includes 2X AA Batteries	each	
9	Office Calculator Desktop: 12 digit (190mm x 130mm)	each	
10	Calculator Scientific ELW535: 4 Line LCD display 78mm x 166mm	each	
11	Calculator CS2194: 12 Digit heavy 244mm x 315mm	each	
12	Calculator EL2128: 12 Digit 175mm x 185mm	each	
13	Paper Trimmer: A4 (335mm cutting length) 10 sheet capacity	each	
14	Paper Trimmer: A3 (440mm cutting length) 10 sheet capacity	each	
15	Binding Covers: 180 microns, A4 297mm x 210mm (100/ pack)	Per pack	
16	Binding Covers: 200 microns, A4 (100/ pack) Clear	Per pack	
17	Laminating Pouches: ID Size 65mm x 95mm (100/ pack) 250 micron	Per pack	
18	Laminating Pouches: A4 250 micron (100/ pack)	Per pack	
19	Laminating Pouches: A3 250 micron (100/ pack)	Per pack	
	Sub Total for Items 1-19 (Excl. Vat)		
	Vat 15%		
	Total Incl. Vat		
	<u>Signature of Tenderer:</u>		
	<u>Delivery Period:</u> ..... (Maximum 2 Working Days)		
	<p style="text-align: center;"><b>SECTION 14</b></p> <p style="text-align: center;"><b>ACCESSORIES (PLUGS &amp; ADAPTORS)</b></p> <p>This item for ACCESSORIES (PLUGS &amp; ADAPTORS) will be awarded to ONE tenderer. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified.</p>		

No	Description	Unit of Measure	Price per unit (Excl. Vat)
1	<b>8 Way Adaptor Surge Protection High Level:</b> <ul style="list-style-type: none"> <li>• Overload Protected</li> <li>• Protects up to 16000A on live &amp; neutral</li> <li>• And 13000A on earth</li> <li>• Provides power protection for up to 8 appliances</li> <li>• 4x16A &amp; 4X5A</li> <li>• 0,5M Cord</li> </ul>	each	
2	<b>12 Way Adaptor Surge Protection:</b> <ul style="list-style-type: none"> <li>• Overload protected</li> <li>• Protects up to 6500A on live &amp; neutral</li> <li>• 6x16A &amp; 6x5A</li> <li>• 0.5M Cord</li> </ul>	each	
3	<b>9 Way Multi-plug:</b> <ul style="list-style-type: none"> <li>• 5X16A &amp; 4X5A</li> <li>• 0.5M Cord</li> </ul>	each	
4	<b>4 Way Adaptor:</b> <ul style="list-style-type: none"> <li>• Overload Protected</li> <li>• Protects up to 6500A on live &amp; neutral</li> <li>• 2x16A &amp; 2X5A</li> </ul>	each	
5	<b>Extension Cord:</b> <ul style="list-style-type: none"> <li>• 2x16A 3 Pin side by side</li> <li>• 5M Cord White</li> </ul>	each	
6	<b>Extension Cord:</b> <ul style="list-style-type: none"> <li>• 2x16A 3 Pin side by side</li> <li>• 10M Cord White</li> </ul>	each	
7	<b>Extension Cord Surge Protection:</b> <ul style="list-style-type: none"> <li>• Side by side coupler</li> <li>• Surge protection up to 6500A on live &amp; neutral</li> <li>• 2x10A &amp; 2X5A</li> <li>• 3M Cord</li> </ul>	each	
8	<b>2 Pin Adaptor:</b> <ul style="list-style-type: none"> <li>• 1x2 pin 5A</li> </ul>	each	

	<b>Sub Total for Items 1-8 (Excl. Vat)</b>		
	<b>Vat 15%</b>		

	<b>Total Incl. Vat</b>		
	<b><u>Signature of Tenderer:</u></b>  <b><u>Delivery Period:</u> ..... (Maximum 2 Working Days)</b>		
	<p style="text-align: center;"><b>SECTION 15</b> <b>PRESENTATION, PLANNING &amp; CONFERENCE</b></p> <p>This item for PRESENTATION, PLANNING &amp; CONFERENCE will be awarded to ONE tenderer. Tenderers MUST tender for every item in each line and column to be considered for evaluation. Should any tenderer fail to tender as stated above, your tender for this item will be disqualified.</p>		
<b>No</b>	<b>Description</b>	<b>Unit of Measure</b>	<b>Price per unit (Excl. Vat)</b>
1	<b>Tripod Projector Screen:</b> <ul style="list-style-type: none"> <li>• Screen ratio 1:1</li> <li>• Height adjustable screen stand</li> <li>• Screen hook for keystone adjustments</li> <li>• Black frame</li> <li>• Black backing</li> <li>• Flame retardant</li> <li>• Mildew resistant</li> <li>• 1520mm x 1520mm</li> </ul>	each	
2	<b>Pull Down Projector Screen:</b> <ul style="list-style-type: none"> <li>• Screen ratio 1:1</li> <li>• Wall or ceiling mounted</li> <li>• Black frame</li> <li>• Black backing</li> <li>• Flame retardant</li> <li>• Mildew resistant</li> <li>• 1830mm x 1830mm</li> </ul>	each	
3	<b>Interactive Whiteboard:</b> <ul style="list-style-type: none"> <li>• Screen ratio 4:3</li> <li>• Multi touch</li> <li>• 2 Simultaneous users</li> <li>• Multi gesture recognition</li> <li>• Compatible with windows</li> <li>• 1600mm x 1314mm</li> </ul>	each	
4	<b>Deluxe Magnetic Whiteboard:</b>	each	

	<ul style="list-style-type: none"> <li>• Slimline aluminium frame</li> <li>• Mounting hardware included</li> <li>• Includes removable pen tray</li> <li>• Mounts horizontally</li> <li>• 900mm x 600mm</li> </ul>		
5	<b>Slimline Whiteboard:</b> <ul style="list-style-type: none"> <li>• Non-magnetic frame</li> <li>• Supplied with double-sided tape for mounting</li> <li>• Fold-away aluminium pen tray</li> <li>• 18mm anodized aluminium frame</li> <li>• 600mm x 450mm</li> </ul>	each	
7	<b>Slimline Whiteboard:</b> <ul style="list-style-type: none"> <li>• Non-magnetic frame</li> <li>• Supplied with double-sided tape for mounting</li> <li>• Fold-away aluminium pen tray</li> <li>• 18mm anodized aluminium frame</li> <li>• 900mm x 600mm</li> </ul>	each	
8	<b>Slimline Whiteboard:</b> <ul style="list-style-type: none"> <li>• Magnetic receptive steel surface</li> <li>• Supplied with wall screws and masonry plugs</li> <li>• Fold-away aluminium pen tray</li> <li>• 18mm anodized aluminium frame</li> <li>• 1200mm x 900mm</li> </ul>	each	
9	<b>Non-Magnetic Whiteboard:</b> <ul style="list-style-type: none"> <li>• Non-magnetic surface</li> <li>• Supplied with wall screws and masonry plugs</li> <li>• Slide-in aluminium pen tray</li> <li>• Can be used with the easy rail system</li> <li>• Anodised aluminium frame</li> <li>• Can be mounted horizontally or vertically</li> <li>• 900mm x 600mm</li> <li>• 900mm x 900mm</li> <li>• 1200mm x 1000mm</li> <li>• 1500mm x 1200mm</li> </ul>	Please quote for every size stated.	
10	<b>Starter Pack Whiteboard:</b> <ul style="list-style-type: none"> <li>• Non-magnetic pack</li> <li>• Includes 2 x whiteboard markers</li> <li>• 1 x cloth</li> <li>• 1 x eraser (95mm x 55mm)</li> <li>• 1 x 237ml fluid</li> </ul>	each	
11	<b>Magnets:</b> <ul style="list-style-type: none"> <li>• Assorted color pack</li> <li>• 20mm (6/ pack)</li> <li>• 30mm (5/ pack)</li> <li>• 40mm (4/ pack)</li> </ul>	Please quote per pack as stated	

12	<b>Pin Board:</b> <ul style="list-style-type: none"> <li>Felt surface</li> <li>Mounting hooks included</li> <li>Frameless</li> <li>Can be mounted vertically or horizontally</li> <li>600mm x 450mm</li> <li>900mm x 600mm</li> </ul>	Please quote for each as stated	
13	<b>Notice Board:</b> <ul style="list-style-type: none"> <li>Carpet surface</li> <li>Hard-wearing</li> <li>Includes mounting accessories</li> <li>Anodised aluminium frame</li> <li>Can be mounted vertically or horizontally</li> <li>Velcro friendly</li> <li>900mm x 600mm</li> <li>900mm x 900mm</li> <li>1200mm x 900mm</li> <li>1200mm x 1000mm</li> </ul>	Please quote for each sizes as stated	
14	<b>Flipchart Easel:</b> <ul style="list-style-type: none"> <li>Height-adjustable telescopic legs</li> <li>Paper clamp</li> <li>Integrated pen tray</li> <li>1000mm x 640mm (Non-magnetic)</li> <li>1000mm x 640mm (Magnetic)</li> </ul>	Please quote for each sizes as stated	
15	<b>Nautille Flipchart Easel:</b> <ul style="list-style-type: none"> <li>Non-magnetic</li> <li>Adjustable pad hooks</li> <li>Fits all size pads</li> <li>Height-adjustable legs</li> <li>1840mm x 1000mm</li> </ul>	each	
16	<b>Flip Chart Pad:</b> <ul style="list-style-type: none"> <li>590mm x 840mm</li> <li>50 sheets</li> <li>Punched</li> <li>White Bond Perforated</li> <li>News print Economy</li> </ul>	Please quote per each as stated	
17	<b>Laser Pointer:</b> <ul style="list-style-type: none"> <li>Laser pointer ballpoint pen &amp; PDA stylus all in one</li> <li>Includes presentation case</li> <li>Uses 3 x AAA batteries</li> </ul>	each	
18	<b>In/Out Board:</b> <ul style="list-style-type: none"> <li>Single</li> <li>Includes self-adhesive printable labels</li> <li>For indoor use</li> <li>Concealed mounting</li> <li>400mm x 500mm (Single)</li> </ul>	each	

	<b>Sub Total for Items 1-18 (Excl. Vat)</b>		
	<b>Vat 15%</b>		
	<b>Total Incl. Vat</b>		
	<b><u>Signature of Tenderer:</u></b>  <b><u>Delivery Period:</u> ..... (Maximum 2 Working Days)</b>		
	<b>SECTION 16</b>		
<b>1</b>			

### 13. MBD 7.1 – Contract Form – Purchase of Goods / Works

#### NOTE:

1. This form must be completed 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 purchase will be in possession of originally signed contracts for their respective records.
2. NO correction fluid/tape may be used.
3. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration

#### PART 1 (To be completed by the TENDERER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to the **Knysna Municipality** in accordance with the requirements and specifications stipulated in tender no **T 52/2018/19** for a one year period and the price(s) as per the pricing schedule. My offer(s) remain(s) 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: Binding documents, viz
  - (a) Invitation to bid
  - (b) Tax clearance certificate
  - (c) Pricing schedule(s)
  - (d) Technical Specification(s)
  - (e) Preference claims in terms of the Preferential Procurement Regulations 2017 (f) Declaration of Interest
  - (g) Special Conditions of Contract; and (h) General Conditions of Contract
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 fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any the person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	
DATE		DATE	

**CONTRACT FORM – PURCHASE OF GOODS / WORKS****PART 2 (To be completed by the KNYSNA MUNICIPALITY)**

1. I, \_\_\_\_\_ in my capacity as \_\_\_\_\_, accept your bid under reference number \_\_\_\_\_, dated \_\_\_\_\_, for the supply of goods / works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions in 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.
4. I confirm that I am duly authorised to sign this contract.

**TO BE COMPLETED BY THE KNYSNA MUNICIPALITY**

SIGNATURE:

NAME (PRINT)

WITNESS 1

WITNESS 2

**OFFICIAL STAMP:**

## 14. DECLARATION BY TENDERER

I/We acknowledge that I / we am / are fully acquainted with the contents of the conditions of tender of this tender document and that I / we accept the conditions in all respects.

I/We agree that the laws of the Republic of South Africa shall be applicable to the contract resulting from the acceptance of my / our tender and that I / we elect *domicillium ditandi et executandi* (physical address at which legal proceedings may be instituted) is the Republic at:

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I/We accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving in me / us under this agreement as the principal liable for the due fulfilment of this contract.

I/We furthermore confirm I / we satisfied myself / ourselves as to the corrections and validity of my / our tender; that the price quoted cover all work / items specified in the tender documents and that the price(s) cover all my / our obligations under a resulting contract and that I / we accept that any mistake (s) regarding price and calculations will be at my / our risk.

I/We furthermore confirm that my / our offer remained binding upon me / us and open for acceptance by the Purchaser / Employer during the validity period indicated and calculated from closing date of the bid.

SIGNATURE:		NAME (PRINT):	
CAPACITY:		DATE	
NAME OF FIRM			
WITNESS 1		WITNESS 2	
DATE		DATE	

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## SUPPLIER REGISTRATION FORM

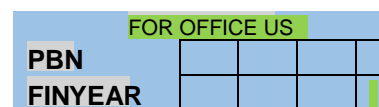
### PART C – DATABASE REGISTRATION

To be a potential supplier to the Municipality this **Supplier Registration Information (SRI)** must be completed and updated annually to enable the generation of orders which will expedite the payment of supplier invoices. An important feature of SRI is the **Procurement Business Number (PBN)** created using your SARS Business Number to uniquely identify your business. This number must always be reflected on quotes/invoices submitted. Private Companies and Close Corporations are required by legislation to reflect their registration numbers as well as the names of Directors and members on all correspondence including quotes and invoices.

This registration will be used by the procurement section to identify and / or inform suppliers of opportunities when they occur. All opportunities above R30 000 are regularly published on our website. Warehouse items required from time to time can be viewed at [www.knysna.gov.za](http://www.knysna.gov.za)

It is not necessary to have a tax clearance to register. It must be noted that legislation prescribes that all transactions exceeding R30 000 annually requires a tax clearance certificate of good standing from SARS. Orders will only be generated in favour of businesses that are compliant on this and the submission of a clearance certificate is therefore strongly advised.

Fax: 086 650 1415 [mail:procurement@knysna.gov.za](mailto:procurement@knysna.gov.za)

[illegible][illegible]

**Fill in the white blocks only where particulars have changed.**

[illegible][illegible][illegible][illegible][illegible][illegible][illegible]

<b>File (List all Partners, Proprietors and Shareholders )</b>																			

### **Business Profile** (List all Partners, Proprietors and Shareholders )

[illegible]

Name	ID Number	% Owned	M/F	HDI (Y/N)	D/ABLED (Y/N)



\_\_\_\_\_ acknowledge that:

1. The above is true and correct.
2. An agreement only exists once an official order has been generated.
3. Council reserves the right to verify the information supplied.
4. All goods to be delivered to the Municipal Stores, Fechter Street, Industrial Area, Knysna.
5. This documentation can be faxed or e-mailed to the address as stated.
6. I, we agree that monies owed to the Council may be recovered from any Council payment to be made for goods or services supplied, at the discretion of the CFO.
7. We the undersigned declare that we have no close family member in the service of the state or employed by any organ of state.

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**FOR OFFICE USE ONLY**

CHECKED BY: