



REQUEST FOR BID

Reference Number (BID NO.)	WRSCM-2025/2026-0019
RFQ Description	Supply, delivery and offloading of consumables (Stationery, Cleaning Material and Refreshments) to the W&RSETA headquarters and regional office as and when required for a period of three (3) years
Closing Date and Time	09 December 2025 11:00 AM

NAME OF BIDDER	
BIDDERS ADDRESS	

**PART A
INVITATION TO BID SBD 01**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	WRSCM-2025/2026-0019	CLOSING DATE:	09 December 2025	CLOSING TIME:	11:00AM
DESCRIPTION	Supply, delivery and offloading of consumables (Stationery, Cleaning Material and Refreshments) to the W&RSETA headquarters and regional office as and when required for a period of three (3) years				
BID VALIDITY PERIOD	THE BID IS VALID FOR A PERIOD OF 120 DAYS FROM THE BID SUBMISSION DATE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
1303 RIVERSIDE OFFICE PARK					
CNR LENCHEN AND HEUWEL AVENUE					
HENNOPS HOUSE					
CENTURION					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management	CONTACT PERSON	Supply Chain Management		
TELEPHONE NUMBER	012 622 9500	TELEPHONE NUMBER	012 622 9560		
FACSIMILE NUMBER	n/a	FACSIMILE NUMBER	n/a		
E-MAIL ADDRESS	tenders@wrseta.org.za	E-MAIL ADDRESS	tenders@wrseta.org.za		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE	MAAA

				No:	
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]		
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED: _____

(Proof of authority must be submitted e.g. company resolution)

DATE: _____

PART C
TERMS AND CONDITIONS FOR BIDDING SBD 01

BIDDING PROCEDURE CONDITIONS FOR THIS BID

LATE BIDS RECEIVED	Bids submitted after the stipulated submission date and time will not be considered.
NON-COMPLIANT BIDS RECEIVED	Bids not submitted in the prescribed format will not be considered.
BID SUBMISSION QUANTITIES	Bids must be submitted in hardcopy submissions only as follows: One (1) hardcopy of bid proposals i.e., one original Compliance and Technical Proposal. The Price Proposal where applicable for Local Content.
BID VALIDITY PERIOD	The bid is valid for a period of one hundred and twenty (120) days from bid submission date.
COUNTER CONDITIONS	Bidder's attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders may result in the invalidation of such bids. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations- 2022.
CANCELLATION PRIOR TO AWARDING	The W&RSETA has the right to withdraw and cancel the Bid Invitation.
COLLUSION, FRAUD AND CORRUPTION	Any effort by bidders to influence evaluation, comparisons, or award decisions in any manner may result in the rejection of the bidder concerned. The W&RSETA reserves the right to reject bids when deemed necessary. Bid rigging by the bidder will result in disqualification of the bid. The bidder is not permitted to submit a bid for more than one registered company with a common director/ shareholder.
PRESENTATIONS AND PROOF OF FUNCTIONALITY AS PART OF THE EVALUATION OF BIDS	The W&RSETA has the right to perform due diligence on a bid proposal received through calling for interviews, presentations, proof of functionality sessions with short listed bidders before concluding the evaluation.
SUB-CONTRACTING	The W&RSETA does not enter into any separate contract with sub-contractors of its appointed contractors.
INFORMATION PROVIDED IN THE BID INVITATION	All information contained in this bid documentation is solely for the purpose of assisting bidders to prepare their bids. Any use of the information contained herein for other purpose than those stated in this documentation is prohibited.
PROHIBITIONS ON AWARDS TO PERSONS IN SERVICE OF THE	The Employer is prohibited to award a tender to a person - a) who is in the service of the state; or

STATE	b) if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or c) A person who is an advisor or consultant contracted with the state or state owned entity. d) In the service of the state means to be – e) a member of: - i. any municipal council; ii. any provincial legislature; or iii. the National Assembly or the National Council of Provinces; f) a member of the board of directors of any state owned entity; g) an official of any government entity; h) an employee of any national or provincial department; i) provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); j) a member of the accounting authority of any national or provincial public entity; or k) An employee of Parliament or a provincial legislature.
ARITHMETICAL ERRORS, OMISSIONS AND DISCREPANCIES	Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers. a) the gross misplacement of the decimal point in any unit rate; b) omissions made in completing the pricing schedule or bills of quantities; or c) arithmetic errors in: i. line item totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or ii. the summation of the prices. The arithmetical errors shall be corrected in the following manner: a) Where there is a discrepancy between the amounts in words and amounts in Figures, the amount in words shall govern. b) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected. c) Where there is an error in the total of the prices either as a result of other d) Corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the

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		tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices. The Bid Offer will be rejected if the tenderer does not correct or accept the Correction of the arithmetical error in the manner described above.
GENERAL CONDITIONS OF CONTRACT	OF	This bid is subject to the General Conditions of Contract.
SPECIAL CONDITIONS OF CONTRACT	OF	a) This bid is subject to the Special Conditions of Contract as outlined hereto below. b) The price schedule (cost) must be in South African currency and must include value added tax, where applicable and must include disbursements. c) Penalties will be applied in respect of late completion of work defined in the final contract provided that the delay is attributed on the part of the service provider.
SCM PHASE	PROCESS	<u>Administrative and Technical Evaluation Phase:</u> The SCM will submit all compliant proposals onto the Bid Evaluation Committee (BEC) for evaluation. The outcome will be based on the published terms of reference Administrative and technical evaluation criteria and the functionality threshold set for the bid. All bids that met the functionality criteria will be considered for price and specific goals evaluation. <u>Bid Presentation Phase:</u> The W&RSETA where applicable may invite the top three (3) bidders for presentation. <u>Due Diligence & Site Visits:</u> The W&RSETA where applicable may conduct due diligence to the top three (3) bidders. <u>Price Evaluation Phase:</u> All bids that met the functionality criteria as per the published terms of reference technical evaluation will be evaluated on price and specific goals. Thus, the bid with the lowest acceptable price may be considered for award. <u>The service provider:</u> a. Undertakes to act as an independent contractor in respect of the work b. Shall exercise all reasonable skill care and diligence in the execution of the work and shall carry out all its obligations in accordance with professional standards

	c. Shall in all professional matters, act as a faithful adviser to the W&RSETA d. Shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work/ services to be rendered. e. Shall, whenever so required by the representative, furnish the representative with particulars in writing regarding the Service Providers arrangement for the execution of the work. Should the parties be of the opinion that the proposal submitted by the Service Provider does not ensure, inter alia, the completion of the work within a stipulated time for completion, the representative shall have the right to request that the proposal be amended to his/ her satisfaction. f. Shall attend meetings with officials whenever required to do so by the representative for the purpose of obtaining information or advice in regard to the work and assignment or any matters arising there from in connection therewith. g. Shall not have the power or authority to enter into any contracts or otherwise to bind or incur any liability on behalf of the W&RSETA h. All documents, database or any other material in any format prepared by the Service Provider in relation to the work shall be delivered to W&RSETA immediately upon the W&RSETA's request. i. the Service Provider shall not attempt to recruit employees of the department during the execution of the contract or any part thereof. j. The department undertakes to pay the service provider within (30) days from the date of receipt of the correct invoice. k. The department shall not enter into a contract where a company had directors, partners, or employees who are employed by the state l. No late, faxed, electronically transmitted, incomplete copies or unsigned bids will be accepted. m. All service providers enlisted by National Treasury in the restricted service providers register will not be considered. n. Completed bid documents must be submitted in a sealed envelope (One original copy). <u>W&RSETA reserves the right:</u> a) To award this bid to a bidder that did not score the highest total number of points, only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000) b) To negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including price without offering the same opportunity to any other bidder(s) who has not been awarded the status of the preferred bidder(s). c) To accept part of a tender rather than the whole tender d) To correct any mistakes at any stage of the tender that may have been in the bid documents or occurred at any stage of the tender process.
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	e) To cancel and/ or terminate the tender process at any stage, including after the closing date and/ or after tenders have been evaluated and/ or after the preferred bidder (s) have been notified of their status as such.
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SIGNATURE OF BIDDER: _____

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution) _____

DATE: _____

PART D

Table 1: Documents that must be submitted for Pre-qualification.

Item	Documents for submission	
Invitation to Bid – SBD 1	YES	Complete and sign the supplied pro forma document
Tax Status	YES	i. A Central Supplier Database (CSD) summary report and Tax Compliance Status Pin Should be submitted to verify the bidder's tax whether the bidder's tax matters are in order. ii. The Tax Compliance Pin Number or the CSD Master Registration Number (MAAA number) to verify the bidder's tax compliance tax status. iii. In case of foreign recommended bidders who has no history of doing business in South Africa, the foreign recommended bidder's completed SBD 1 must be submitted to the South African Revenue Service to issue Confirmation of Tax Obligation letter in terms Instruction Note No. 09 of 2017/2018. iv. The CSD and tax compliance status PIN are the approved methods of verifying the tax compliance status of bidders. v. In the event where the Bidder does not submit a tax compliance status PIN, the tax compliance status will be verified utilizing the CSD summary report
Price Proposal	NO	Applicable for Local Content. Reference the Terms of Reference
Declaration of Interest – SBD 4	YES	Complete and sign the supplied pro forma document
Registration on Central Supplier Database (CSD)	YES	Bidders must be registered on the Central Supplier Database (CSD). If you are not registered proceed to complete the registration of your company prior to submitting your proposal. Visit https://secure.csd.gov.za/ to obtain your vendor / supplier number. Submit proof of registration with your bid document.
Preference Point Claim Form – SBD 6.1	YES	Complete and sign the supplied pro forma document Non-submission will lead to zero points awarded. (A valid and/ or certified copy must be attached to claim points for specific goals)
Minimum Requirements	YES	Bidder must fully complete the Prescribed Standard Bidding Documentation (SBD)
		Bidder must register on the Central Supplier Database (CSD) and must submit proof of registration
		Bidder must submit one (1) hardcopy of the Compliant, Technical and Price Proposal
		Bidder must submit proposal per province per category selection

PART E
DECLARATION OF INTERST SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State institution

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

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the

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

specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

Signature

Date

Position

Name of Bidder

PART F

SBD 6.1

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

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

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

1. GENERAL CONDITIONS

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

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

1.2 To be completed by the organ of state

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

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

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or

90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

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

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

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

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

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

The specific goals allocated points in terms of this tender	Number of points allocated(80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Form of evidence										
SPECIFIC GOAL 1: HDI	Maximum 10		CIPC document, Valid BBBEE Certificate / Sworn Affidavit / Certified Copy of ID and Shareholder's certificate/ Certified copy of disability certificate										
Black People ownership of 51% or more	2												
Women ownership of 51% or more	3												
People with Disability ownership	5												
SPECIFIC GOAL 2: PROMOTION OF LOCAL ECONOMY & RDP	Maximum 10		Valid BBBEE Certificate / Sworn Affidavit, Certified										
Youth ownership	5												
SMMEs (EME/QSE)	2												
Enterprise located in specific Provinces: <i>[Select the applicable Province]</i>	3		Proof of business Address (Municipal Rates Statement or Lease Agreement)										
<table border="1"><tr><td>GP</td><td>KZN</td><td>NW</td><td>FS</td><td>NC</td></tr><tr><td>WC</td><td>EC</td><td>MP</td><td>LP</td><td></td></tr></table>	GP	KZN		NW	FS	NC	WC	EC	MP	LP			
GP	KZN	NW		FS	NC								
WC	EC	MP	LP										

DECLARATION WITH REGARD TO COMPANY/FIRM

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

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

GENERAL CONDITIONS OF CONTRACT

GCC- GENERAL CONDITIONS OF CONTRACT: TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Restriction from bidding
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components
- 1.6 "Day" means calendar day.
- 1.7 "Delivery" means delivery in compliance of the conditions of the contract or order
- 1.8 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.9 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.10 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.11 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.12 "GCC" means the General Conditions of Contract.
- 1.13 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.14 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as

transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured

- 1.15 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.16 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.17 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.18 "Project site," where applicable, means the place indicated in bidding documents.
- 1.19 "Purchaser" means the organisation purchasing the goods.
- 1.20 "Republic" means the Republic of South Africa.
- 1.21 "SCC" means the Special Conditions of Contract.
- 1.22 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.23 "Written" or "in writing" 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, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated 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.

4. Standards

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

5. Use of contract documents and information; inspection.

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

- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.
- 6. Patent rights**
- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 7. Performance security**
- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.
- 8. Inspections, tests and analyses**
- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organisation acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

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| | 8.5 | Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier. |
| | 8.6 | Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected. |
| | 8.7 | Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier. |
| | 8.8 | The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC. |
| 9. Packing | 9.1 | The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit. |
| | 9.2 | The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser. |
| 10. Delivery and documents | 10.1 | Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC. |
| | 10.2 | Documents to be submitted by the supplier are specified in SCC. |
| 11. Insurance | 11.1 | The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC. |
| 12. Transportation | 12.1 | Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC. |
| 13. Incidental services | 13.1 | The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC: |
| | (a) | performance or supervision of on-site assembly and/or commissioning of the supplied goods; |
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- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

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

14. Spare parts

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

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

15. Warranty

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

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

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

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

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- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under these contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the

imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without 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 supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

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

23. Termination for default

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

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, pursuant to GCC Clause 24.1, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

24. Restriction from bidding

24.1 In cases of any improper conduct or non-performance by a bidder or supplier, the Accounting Officer may, in addition to any other legal remedies it may have, resolve that no offer to the public sector from the bidder or supplier concerned should be considered during a period up to a maximum of ten (10) years.

24.2 The Accounting Officer must inform the National Treasury of any such restrictions imposed, for inclusion in the national list of restricted bidders/suppliers/persons.

24.3 The Accounting Officer may at any time amend or rescind any restriction contemplated in clause 24.1 and must inform the National Treasury accordingly.

- 24.4 For the purpose of Clauses 24.1 and 24.2 the expression "bidder or supplier", in respect of any restriction, shall also include a director, member, employee or agent of such bidder or supplier.
- 25. Force Majeure**
- 25.1 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.
- 26. Termination for insolvency**
- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.
- 27. Settlement of Disputes**
- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) (b) the purchaser shall pay the supplier any monies due the supplier.
- 28. Limitation of liability**
- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- 1 the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

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| | 2 | the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment. |
| 29. Governing language | 29.1 | The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English. |
| 30. Applicable law | 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC. |
| 31. Notices | 31.1 | Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice |
| | 31.2 | The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice. |
| 32. Taxes and duties | 32.1 | A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country. |
| | 32.2 | A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser. |
| | 32.3 | No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the W&RSETA must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services. |

General Conditions of Contract (revised July 2010)

SPECIFICATIONS / TERMS OF REFERENCES (TORS)

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) Sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Plan (NSDP).

2. OBJECTIVE OF BID

The objective of this bid is to appoint a suitably qualified service provider/s for Supply, delivery and offloading of Consumables (Groceries, Cleaning materials and Stationery) to all W&RSETA offices nationally for a period of 36 months.

3. ACCEPTANCE OF THE BID

The W&RSETA Reserves the Right:

- a) To cancel and / or terminate the bid process at any stage, including after the closing date and or after the presentation has been made, and / or after the bid have been evaluated and / or after the preferred bidder/s have been notified of their status of such;
- b) Not to award or cancel this tender at any time and shall not be bound to accept the lowest or any bid.
- c) To withdraw or amend these special conditions of contract (SCC) and terms of reference by notice in writing to all parties concerned.
- d) To accept part of the tender rather than the whole tender
- e) To appoint a reserve bidder that can be utilised at any time during the contract when necessary.
- f) To award contracts to more than one Supplier for the same item or category.
- g) To award the bid as a whole or in parts (per complete category or complete sub-category) however preference will be given to Bidders that bid for full categories.
- h) To award the contract to the second, third and fourth bidder, should the highest scoring bidder decline the award, fail to delivery during the course of the contract or in the case where the highest scoring bidder is affected by non-performance in other W&RSETA contract/s.
- i) To reject non-compliant products or goods that does not meet that W&RSETA's specifications and to terminate the contract should the Supplier continuously fail to comply with the item specification.

4. PRODUCT DESCRIPTION AND SPECIAL CONDITIONS

The W&RSETA intends to enter into a contract with eligible Supplier for the Supply, Delivery and Offloading of consumables (Groceries, Cleaning materials and Stationery) required by the W&RSETA on an as and when basis for a period of 36 months, to its W&RSETA head offices

and Regional Offices across the nine (9) Provinces. The contract is intended to procure goods that are not secured by other contracts. The contract is intended for goods which are omitted on main contracts or new organisational needs requirements. Bidders that meet the Pre-Compliance Evaluation will form part of the panel.

The items to be supplied are categorised as provided in the table below. Bidders may bid for any category or sub-category, however preference will be given to bidders that respond to a complete category or sub-category.

CATEGORY A: CLEANING MATERIALS
SUB-CATEGORY
<i>Sub-Category A1:</i> Cleaning and Skincare Chemicals
<i>Sub-Category A2:</i> Cleaning Supplies & PPE
<i>Sub-Category A3:</i> Tissue & Hygiene Paper

CATEGORY B: REFRESHMENTS
SUB-CATEGORY
<i>Sub-Category B1:</i> Beverages, Water Products & related pantry items
<i>Sub-Category B2:</i> Bread & Bakery Products

CATEGORY C: CUTLERY, UTENSILS AND COOKERY ITEMS
SUB-CATEGORY
<i>Sub-Category C1:</i> Cutlery
<i>Sub-Category C2:</i> Flatware Utensils
<i>Sub-Category C3:</i> Tableware Utensils
<i>Sub-Category C4:</i> Cookery Items & Small Appliances

CATEGORY D: STATIONERY
SUB-CATEGORY
<i>Sub-Category D1:</i> Tapes and Adhesives
<i>Sub-Category D2:</i> Books, Pads, Carbon
<i>Sub-Category D3:</i> Desktop stationery, Sundries
<i>Sub-Category D4:</i> Envelops
<i>Sub-Category D5:</i> Filling Solution

CATEGORY D: STATIONERY
SUB-CATEGORY
Sub-Category D6: Storage
Sub-Category D7: Paper, Board
Sub-Category D8: Presentation, Planning
Sub-Category D9: Rubber stamps. Daters
Sub-Category D10: Staplers, Punches
Sub-Category D11: Writing Instruments
Sub-Category D12: Office Automation

Bidders may only participate in one (1) Province, and are therefore required to select the Province in which they will participate in using the table below. **Failure to select a province will result in the W&RSETA selecting a province on behalf of the bidders as suitable.**

Province	BIDDERS RESPONSE (TO BE COMPLETED BY THE BIDDER)			
	<i>Tick the relevant the province and category for your bid response</i>			
	Cleaning Material	Refreshments	Cutlery, Utensils and Cookery Items	Stationery
Gauteng				
Eastern Cape				
Western Cape				
KwaZulu-Natal				
Limpopo				
Mpumalanga				
Northern Cape				
North West				
Free State				

5. APPLICABLE SABS STANDARDS

It is the responsibility of the Supplier to ensure that the items supplied, delivered and offloaded conforms to the specifications provided as in the table and in accordance to those in the pricing schedule and is appropriate or else will be rejected.

Samples of items may be taken by the W&RSETA representative and evaluated in accordance with the relevant and/or W&RSETA standard specification or such a standard as preferred by the W&RSETA on an ad hoc basis. If the sample fails to comply with the specification as deemed by such an individual, the group from which the sample was taken will be rejected and will be returned immediately at the Supplier's expense.

All goods supplied, delivered and offloaded to the W&RSETA must ensure conformity to the applicable SABS where such a standard exists as per the details supplied below:

5.1 CATEGORY A: CLEANING MATERIALS

CHEMICALS	
ITEMS	SABS/SANS CODE
Bleach	SANS 296
Dishwashing Liquid	SANS 825
Furniture Polish	SANS 13, SANS15
Pine Gel	SANS 1868
Hand Cleaner	SANS 1330, SANS 1853

CLEANING SUPPLIES	
ITEMS	SABS/SANS CODE
Dish Cloth	SANS1401-12, SANS 1401-15
Kitchen Towel	SANS 1401-12, SANS 1401-15
Refuse Bags	SANS 1264

HYGIENE CONSUMABLES	
ITEMS	SABS/SANS CODE
Paper Towel	SANS 1887- 4
Toilet Paper	SANS 1887-2

5.2 CATEGORY B: REFRESHMENTS

REFRESHMENTS	
ITEMS	SABS/SANS CODE
Assorted Carbonated Soft Drink	SANS 449
Still Water	1862
Sparkling Water	1657
Alkaline Water	1657

REFRESHMENTS	
ITEMS	SABS/SANS CODE
Powder & Long-life Milk	SANS 314 / 1678

5.3 CATEGORY C: CUTLERY, UTENSILS AND COOKERY ITEMS

CUTLERY, UTENSILS AND SMALL APPLIANCES	
DESCRIPTION 1	SABS/SANS CODE
Teaspoons	SANS 866, SANS 998
Fork	SANS 866, SANS 998
Knife	SANS 866, SANS 998

5.4 CATEGORY D: STATIONERY

ITEMS	SABS/SANS CODE
Overall general Stationery and office requisites	SABS TC 1007
Specific tape items	CKS 245
Specific carbon items	Sans 652
Specific correctional instruments	Sans 1660
Specific desktop & sundry items – erasers	Sans 1581
Specific desktop & sundry items – rulers	Sans 1588
Specific envelope items	Sans 882s
Specific paper items	CKS 673
Specific punch items	Sans 1612
Specific writing instruments - clutch pencils & lead	Sans 1977-1
Specific writing instruments - markers / highlighters	Sans 1872
Specific writing instruments - pens	Sans 785, sans 12756
Specific writing instruments – pencils	Sans 153, sans 9180

It is the responsibility of the supplier to ensure that the goods supplied, delivered and offloaded conforms to the specifications provided in the pricing schedule and is appropriate or else will be rejected.

6. SAMPLES

- The W&RSETA reserves the right to request pre-award / post-award / pre-delivery samples to ensure that the goods comply with the specifications indicated in the documents. The cost of associated to these samples shall be at the Supplier's cost.
- In the event that the samples are non-compliant then the delivery will not be granted until the supplier submits compliant samples.
- Failure to submit samples when required by the W&RSETA may lead to a cancellation of the contract for that specific item/s.

7. PRODUCT ADHERENCE / BRAND CHANGES

- a) In the event where a bidder offers a specific brand against an item and the item is subsequently awarded to the bidder, it is required of the successful bidder to continue to supply the brand awarded throughout the contract period.
- b) In the event that the brand is discontinued, W&RSETA must be notified of such an occurrence.
- c) The Supplier will not be allowed to deliver a different brand other than the brand awarded to them prior to an approval of the brand from the W&RSETA.
- d) **Bidder must ensure that the goods supplied have an expiry date of at least six (6) months after the delivery date.**

8. PACKAGING

- a) All Consumable to be delivered and offloaded must be adequately and appropriately packed, crated, battened and/or covered securely in such a manner as to prevent damage and ensure that the equivalent new quality levels during loading, transport and off-loading are maintained; unless otherwise specified packing cases and packing materials are included in the purchase price and shall be and remain the property of the W&RSETA.

9. TIMELINES

- a) The contract for the service provider/s for the provision of consumables ,cleaning materials and stationery will be for a duration of 36 months and deliveries will be expected to be made at the W&RSETA regional offices as and when required.

10. LEAD TIME AND QUANTITIES

- a) A firm lead time must be quoted for the duration of the contract period.
- b) The W&RSETA's maximum lead time is 2 weeks or 14 days for all orders.
- c) It is advisable that awarded suppliers maintain some stock levels especially during the 1st year of award to ensure follow up orders can be expedited in terms of the delivery time frames indicated above.
- d) Transit and storage conditions applicable to relevant product must be adhered to.

11. SUPPLIER PERFORMANCE MANAGEMENT

- a) **The awarded bidders will be subjected to a Performance Management process to allow the W&RSETA to monitor, measure, manage, evaluate, report, and audit performance as per the following SLAs:**
 - i. **Quality of goods or services**
 - ii. **Delivery and timelines**
 - iii. **Communication and responsiveness**
 - iv. **Reliability and dependency**
 - v. **Customer service**
 - vi. **Overall satisfaction**

12. ORDERS

- a) Order/s will be placed as and when required during the contract period and delivery locations will be specified.
- b) Delivery can only commence upon receipt of an approved official purchase order.
- c) Delivery of goods must be made in accordance with the instructions appearing of the official purchase order.
- d) Deliveries that do not comply with the official purchase order and quality standard specifications will be returned to the Supplier at the Supplier's expense.
- e) All invoices should be emailed to wrsetaclaims-ho@wrseta.org.za unless otherwise specified.
- f) The invoice should be original and complete with all particulars such as order numbers and accompanied with proof of delivery.

13. DELIVERY

- a) The goods must be delivered and offloaded only during working hours (i.e. 08:00 to 15:00) Monday to Friday (No goods will be received on Saturday, Sundays and Public holidays) when ordered upon an official letter, purchasing order or form of order issued by the W&RSETA or as amended from time to time by the W&RSETA. Consumables delivered outside the above period will not be accepted.
- b) If necessary, the bidder will be permitted to deliver and offload the Consumables to the specified W&RSETA offices and regional offices, outside the above working hours with no additional payment.
- c) The goods must not be delivered to the specified office until the quantity has been checked by the responsible W&RSETA official in charge and accepted as correct.
- d) Goods delivered without this provision being complied with, must be removed immediately at the contractor's expense.
- e) The Supplier shall indicate on the Holiday Period Arrangement form what arrangements are required to ensure the availability of Consumables over the December / January holiday period or any other holiday period.

The place of delivery shall be at various W&RSETA office inter alia to those specified in the table below:

13.1 W&RSETA BRANCHES

Offices	Address
Head Office	1303 Heuwel Road, Riverside Office Park, Hennops House, Centurion
Eastern Cape	3 Surrey Road, Vincent, East London
Free State	8 Barnes Street, Westdene, Bloemfontein
Gauteng North	198 Lunnon Road, Egret Place, Hillcrest Office Park, Pretoria
Gauteng South	16 Empire Road, Hill on Empire, Building A, 1 st floor, Parktown, Johannesburg
KwaZulu Natal	19 Hurst Grove, 3rd Floor, 201b Clifton Place, Musgrave, Durban
Limpopo	60 Schoeman St, Thabakgolo building, 4th Floor, Polokwane

Offices	Address
Mpumalanga	64 Mandela Street, 202 Parkmed Centre, Emalahleni
North West	155a Kruger Street, Rustenburg
Northern Cape	2 Kekewich Drive, Monridge Office Park, Building 6 , Monument Heights, Kimberley
Western Cape	27 Willie van Schoor Avenue, Tyger Valley Chambers Building 5, 4th Floor, Tyger Valley, Bellville

NB: Or any other W&RSETA office in case of changes in physical addresses or additions, or any other venue provided by the W&RSETA.

14. SUPPLIER PERFORMANCE MANAGEMENT

- a) The awarded bidders will be subjected to a Performance Management process to allow the W&RSETA to monitor, measure, manage, evaluate, report, and audit performance as per the following SLAs:
- i. Quality of goods or services
 - ii. Delivery and timelines
 - iii. Communication and responsiveness
 - iv. Reliability and dependency
 - v. Customer service
 - vi. Overall satisfaction

15. SOCIO-ECONOMIC OBJECTIVES

The W&RSETA strives to achieve socio economic objectives of the country in order to contribute to the upliftment of South Africa's people's lives. The promotion of socio-economic objectives through public procurement will be guided by the provisions of the Preferential Procurement Policy Framework Act, and Regulations of 4 November 2022, the Broad Based Black Economic Empowerment Act and their associated regulations and codes of good practice.

The W&RSETA Social Strategy will ensure promotion of the following specific goals:

- a) Enterprises owned by black people;
- b) Enterprises located in specific provinces, districts, W&RSETA, towns, townships, villages or rural areas;
- c) Enterprises owned by black women, black youth and people who are disabled;
- d) Cooperatives, Civil Society Organisations (CSOs) and non-government organisations owned by black people.

16. EVALUATION PROCESS

16.1 PHASE 1: MINIMUM ADMINISTRATIVE REQUIREMENTS

In this phase, all bids received will be verified for compliance and completeness of the submitted proposal according to the below set of administrative requirements.

- a) Submission of Standard Bidding Documents
- b) Proof of Registration on the Central Supplier Database (CSD)
- c) Company registration documents.
- d) Proof of tax compliance (tax pin).
- e) BBBEE certificate / Sworn Affidavit.
- f) Duly signed General Conditions of Contracts (GCC).

16.2 PHASE 2: DETAIL TECHNICAL EVALUATION CRITERIA AND POINT ALLOCATION

The threshold for technical functionality evaluation is set at 70% in order to be evaluated further to the third phase for Price and Preferential Procurement Points (Specific Goals).

CRITERIA	SCORE
Completed Projects: Company must have two (2) completed projects in the supply, delivery and offloading of goods.	40
Contract or Order Value - The company must have a record of past performance of contracts or orders to a combined value of R 50,000 of supply, delivery and offloading of goods.	30
Contactable References - Bidders are to provide at least three (3) records of past performance in a form of signed contactable reference / recommendation letters related to supply and delivery of goods. The reference letter must be on the company letterhead, indicate specific deliverables, contact details of the referee and if the project was successfully completed projects.	30
TOTAL	100

16.2.1 EVALUATION MATRIX

SUB-CRITERION	SCORE	FORM OF EVIDENCE
Completed Projects: Company must have two (2) completed projects in the supply, delivery and offloading of goods.		
More than two (2) completed projects in the supply, delivery and offloading of goods.	40	Previous Appointment Letters / Contracts / Reference Letters / Purchase Orders <i>(The evidence must provide a description of the goods supplied)</i>
Two (2) completed projects in the supply, delivery and offloading of goods.	28	
Less than two (2) completed projects in the supply, delivery and offloading of goods.	20	
Contract or Order Value - The company must have a record of past performance of contracts or orders to a combined value of R 50,000 of supply, delivery and offloading of goods.		
Past performance of contracts or orders with a combined value of more than R 50,000 of supply, delivery and offloading of goods.	30	Previous Appointment Letters with a value / Contracts with a values / Purchase Orders with a value / Reference Letters with a value <i>(The evidence must provide a description of the goods supplied)</i>
Past performance of contracts or orders with a combined value of R 50,000 of supply, delivery and offloading of goods.	21	
Past performance of contracts or orders with a combined value of less than R 50,000 of supply, delivery and offloading of goods.	15	
Contactable References - Bidders are to provide at least three (3) records of past performance in a form of signed contactable reference / recommendation letters related to supply and delivery of goods. The reference letter must be on the company letterhead, include contact details of the referee and if the goods was successfully delivered.		
More than three (3) records of past performance in a form of signed contactable reference / recommendation letters	30	<i>Signed Contactable reference letters on company letter head</i>
Three (3) records of past performance in a form of signed contactable reference / recommendation letters	21	
Less than three (3) records of past performance in a form of signed contactable reference / recommendation letters	15	
TOTAL	100	

17. ALTERATIONS TO DOCUMENTS REQUIREMENTS

Alterations to documents

Do not make any alterations or additions to the bid documents, except to comply with instructions issued by the employer, or alterations or additions necessary to correct errors made by the tenderer.

Alternative bid offers

Submit alternative bid offers only if main bid offer, strictly in accordance with all the requirements of the bid documents, is also submitted. The alternative bid offer is to be submitted with the main tender offer together with a schedule that compares the requirements of the tender documents with the alternative requirements the tenderer proposes.

Accept that an alternative bid offer may be based only on the criteria stated in the tender data or criteria otherwise acceptable to the employer.

NB ANY AMENDMENTS TO THE BID DOCUMENTS MUST BE SIGNED IN FULL BY THE BIDDER'S AUTHORISED SIGNATORY AND AN ACCOMPANYING LETTER FROM THE BIDDER ON THEIR OFFICIAL LETTERHEAD WILL INDICATE SUCH ALTERATIONS. FAILURE TO OBSERVE WILL LEAD TO THE BID BEING DISQUALIFIED.

ANY COMPLETION OF THE BID DOCUMENT IN PENCIL OR ERASABLE INK WILL NOT BE ACCEPTED AND MIGHT DISQUALIFY THE BID.

I/We, the undersigned, hereby acknowledge myself/ourselves fully conversant with the details and conditions set out in the Special / Technical Information and Specifications and with the General Conditions of Contract and General Conditions to Bidders included in the bid document and hereby agree to:-

Indicate if there would be a price increase applicable and attach proof thereof.

SIGNED ON BEHALF OF THE BIDDER: (Signature)

NAME OF

SIGNATORY (in capital letters)

18. PRICE AND PREFERENTIAL POINTS EVALUATION

The third evaluation phase is to perform an evaluation of Price and Preferential Points on the bidders that successfully qualified on the technical functionality evaluation, i.e. bidders who achieved a minimum score of 70%.

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

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = Price of lowest acceptable bid

18.1 PRICING SCHEDULE

- a) Price(s) must include cost of supply, delivery, off-loading and inclusive of VAT, on the pricing schedule.
- b) Rates shall remain firm for the first twelve months of the duration of the contract. Then price escalations based on CPA/CPI will apply.
- c) Bidders that do not bid for a complete category or sub-category will not be evaluated further. The W&RSETA will award the bid per complete category or complete sub- category or per item.
- d) Bidders must indicate the group they are not bidding for as **“NOT APPLICABLE / N/A / NOT BIDDING”**.

CATEGORY A: CLEANING MATERIALS

SUB-CATEGORY A1: CHEMICALS			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
BLEACH	THICK, 5L CONTAINER	5 LITRE	
DISHWASHING LIQUID	750ML, GREEN	EACH	
TILE & FLOOR CLEANER	LIQUID, GREEN 5L	5 LITRE	
DISINFECTANT TOILET CLEANER	LIQUID, 5L (EQUIVALENT TO GERMITOL)	5 LITRE	
DISINFECTANT TOILET CLEANER	LIQUID, 5L, TOILET BOWL	5 LITRE	
FURNITURE POLISH	275G, SPRAY	EACH	
MULTIPURPOSE FRESH CREAM DETERGENT	750ML, AMMONIA FRESH CREAM DETERGENT WITH MICRO PARTICLES FOR CLEANING	EACH	
PINE GEL	1KG	EACH	
PINE GEL	5L	EACH	
URINAL CLEANER	DEO BLOCK, SOLUBLE, 300G,	EACH	
URINAL MAT	PACK OF 10	PACK OF 10	
WINDOW CLEANER	750ML, LIQUID CONCENTRATE SPARY	EACH	
HAND CLEANER	SMOOTH, DISINFECTANT CLEANER, 5L	4 LITRES	
GRAND TOTAL INCL. VAT			

SUB-CATEGORY A2: CLEANING SUPPLIES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
DISH CLOTH	SWABS, 100% COTTON, PACK OF 10	PACK OF 10	
KITCHEN TOWEL	HEAVY DUTY, COTTON, MULTI COLOUR, 40 X 70CM, PACK OF 10	PACK OF 10	
SCOURERS WITH SPONGE	HEAVY DUTY SCOURERS WITH SPONGE PACK OF 12	PACK OF 12	
FEATHER DUSTER	SHORT HANDLE (AT-LEAST 60CM), OSTRICH	EACH	
FEATHER DUSTER	LONG HANDLE (81CM), OSTRICH	EACH	

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SUB-CATEGORY A2: CLEANING SUPPLIES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
MOP (COMPLETE)	STRING, STEEL CLAMP, WOODEN HANDLE	EACH	
SOFT BROOM	HEAVY DUTY WITH WOODEN HANDLE, PVC FIBRE	EACH	
DUSTPAN SET	HEAVY DUTY, LONG HANDLE DUSTPAN & BROOM WITH COLLAPSIBLE HOOD BLACK	SET	
DUSTPAN SET	HEAVY DUTY, LARGE DUSTPAN BRUSH SET, WOODEN HANDLE BRUSH WITH STIFF BRISTLES FOR A MORE POWERFUL CLEAN. THE BRUSH CLIPS INTO THE PAN WHICH HAS A HANGING HOLE FOR TIDY STORAGE. PAN DIMENSIONS 330 X 250 X 90MM	SET	
WINDSCREEN SQUEEGEE	TELESCOPIC ALUMINIUM HANDLE – ADJUSTABLE UP TO 1.2 METERS LONG	EACH	
REFUSE BAGS	BLACK, 20 MICRON, PACK OF 20	PACK OF 20	
TOILET BRUSH	SET, PLASTIC, LONG HANDLE	EACH	
GRAND TOTAL INCL. VAT			

SUB-CATEGORY A3: HYGIENE CONSUMABLES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
PAPER TOWEL	KITCHEN, HAND USE, 52 SHEETS IN A ROLL	EACH	
TOILET PAPER	2 PLY, 350 SHEETS	EACH	
GRAND TOTAL INCL. VAT			

CATEGORY B: REFRESHMENTS

SUB-CATEGORY B1 & B2: REFRESHMENTS			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
STILL WATER	500ML BOTTLE	EACH	

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SUB-CATEGORY B1 & B2: REFRESHMENTS			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
SPARKLING WATER	500ML BOTTLE	EACH	
ASSORTED BISCUITS	1KG / 2KG	EACH	
MILK	POWDER, COFFEE CREAMER, 750G	EACH	
MILK	FULL CREAM LONG LIFE, 1LT	EACH	
COFFEE	1KG (EQUIVALENT TO NESCAFE)	EACH	
COFFEE	DECAFFEINATED, 1KG(EQUIVALENT TO NESCAFE)	EACH	
SUGAR	BROWN, 5KG	EACH	
SUGAR	WHITE, 5KG	EACH	
COFFEE /TEA SWEETENER	100 STICKS, LOW KILOJOULE SWEETENER	PACK OF 100	
TEA BAGS	160 ROOIBOS BAGS PER PACK, (EQUIVALENT TO FRESHPACK)	PACK OF 160 BAGS	
TEA BAGS	200 BAGS PER PACK (EQUIVALENT TO FIVE ROSES)	PACK OF 200 BAGS	
GRAND TOTAL INCL. VAT			

CATEGORY C: CUTLERY, UTENSILS AND COOKERY ITEMS

SUB-CATEGORY C1-C4: CUTLERY, UTENSILS AND SMALL APPLIANCES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
GLASSES	SODA LIME, HIBALL GLASSES, 280ML, PACK OF 6	PACK OF 6	
PLATES	PORCELAIN BLANCO, BASIC WHITE RIBBED DINNER PLATE, 27CM	EACH	
CUP & SAUCER SET	PORCELAIN BLANCO CUP & SAUCER SET, CUPS 200ML, 15CM DOUBLE-WELL SAUCERS, SET OF 6	SET OF 6	
TEASPOONS	STAINLESS STEEL, SILVER, WIDTH: 30 MM, LENGTH: 150 MM, PACK OF 6	PACK OF 6	
FORK	STAINLESS STEEL, SILVER, WIDTH: 25 MM, LENGTH: 200 MM PACK OF 6	PACK OF 6	

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SUB-CATEGORY C1-C4: CUTLERY, UTENSILS AND SMALL APPLIANCES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
KNIFE	STAINLESS STEEL, SILVER, WIDTH: 18 MM, LENGTH: 220 MM	PACK OF 6	
STIRRERS	WOODEN PACK OF 1000	PACK OF 1000	
STAINLESS STEEL URN	5LTS ELECTRIC HOT WATER URN - WATER WARMING AND BOILER UNIT WITH THERMOSTAT AND FITTED WITH A THERMOSTAT READING 30 – 110C AND SIGHT GLASS	EACH	
KETTLE	2 LITRE CORDLESS ELECTRIC KETTLE - STAINLESS STEEL	EACH	
GRAND TOTAL INCL. VAT			

CATEGORY D: STATIONERY

SUB-CATEGORY D1: TAPES AND ADHESIVES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
CELLOTAPE	12MMX66M, PREMIUM CLEAR	EACH	
CELLOTAPE	25MMX66MM, PREMIUM CLEAR	EACH	
CELLOTAPE	48MMX50MM, PREMIUM CLEAR	EACH	
CONFIDENTIAL STICKERS	BOX OF 125	BOX	
GLUE STICK	22G, NON TOXIC, WASHABLE, SOLVENT FREE, TWIST FEED MECHANISM AT BOTTOM	EACH	
MASKING TAPE	25MM	EACH	
MASKING TAPE	12MM	EACH	
OFFICE PASTE	250ML	EACH	
PER HAND STICKERS	BOX OF 125 (SHEET FORM LABELS)	BOX	
PRESTIK OR EQUIVALENT	100G	EACH	
PRITT OR EQUIVALENT	20G	EACH	

SUB-CATEGORY D1: TAPES AND ADHESIVES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
URGENT STICKERS	BOX OF 125	BOX	
TOWER STICKERS	SHEET OF 700, SELF-ADHESIVE LABELS, VARIOUS COLOURS, C10-C19	BOX	
GRAND TOTAL INCL. VAT			

SUB-CATEGORY D2: BOOKS, PADS, CARBON			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
EXAM PAD	A4, 72 PAGES	EACH	
INDEX BOOK HARD COVER	A4, 92 PAGES (CATEGORISED RIGHT MARGIN)	EACH	
NOTE BOOK HARD COVER	A6, 144 PAGES	EACH	
NOTE PAD	SMART SCRIBE FLIP NOTE PAD, PACK OF 4, BLUE COVER, MOROCCAN MINIM WRAP	EACH	
NOTEBOOK	A5, PACK OF 4	EACH	
NOTEBOOK HARD COVER	A4, 192 PAGES FEINT & MARGIN	EACH	
SPIRAL NOTEBOOK, SHORTHAND	A5, 72 PAGES FLIP UP	EACH	
GRAND TOTAL INCL. VAT			

SUB-CATEGORY D3: DESKTOP STATIONERY, SUNDRIES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
OFFICE CALCULATORS	12 DIGITS, MEDIUM, HANDHELD	EACH	
BULLDOG CLIPS	METAL SIZES FROM 22MM TO 75MM, BOX OF 12	BOX	
BUTTERFLY / FOLDBACK CLIPS	BLACK SIZES FROM 15MM TO 51MM, BOX OF 12	BOX	

SUB-CATEGORY D3: DESKTOP STATIONERY, SUNDRIES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
DOCUMENT / LETTER TRAYS	- MODERN, FUNCTIONAL DESIGN IN A HIGH GLOSS QUALITY FINISH - TREYS A STACKED ON A TRANSPARENT PLASTIC STAND, FORWARD SLIDING FOR EASY REMOVAL OF CONTENTS, - NON- SKID PLASTIC FEET TO GRIP AND DESK PROTECTION. - INTERNAL SIZE 320 X 235MM.	EACH	
FILE FASTNERS	80MM, BOX OF 50	BOX	
PAPER CLIPS	SILVER METAL, 30MM BOX OF 50	BOX	
PAPER CLIPS	SILVER METAL, 50MM BOX OF 50	BOX	
POP UP FLAGS (SIGN)	EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS	PACK	
POP UP FLAGS (PLAIN)	EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS	PACK	
SELF STICK REMOVABLE NOTES	EXTRA STICKY, 76MM * 127MM, 90 SHEETS PER PAD, 3 PADS PER PACK	PACK	
SELF STICK REMOVABLE NOTES	PASTEL 76MM X 76MM	PACK	
SELF STICK REMOVABLE NOTES	3" * 3", ULTRA COLLECTION, 12 PADS PER PACK	PACK	
SCISSORS	STAINLESS STEEL BLADE, SOFT GRIP, 21CM	EACH	
WASTEPAPER BINS	PLASTIC, BLACK, 15L ROUND	EACH	
VOICE RECORDER	16 GB, HIGH QUALITY (HQ), MP3,WAV, 60 DB - LOUDSPEAKER DIAMETER: 2.8 CM - USB PORT, MICROPHONE IN, MICROSD (TRANSFLASH), FLASH	EACH	

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SUB-CATEGORY D3: DESKTOP STATIONERY, SUNDRIES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
	CARD MEDIA, HEADPHONES INCLUDED		
SHREDDER	- EQUIVALENT TO HP PAGE WIDE PRO 477DW MULTIFUNCTION PRINTER (D3Q20B) - STRAIGHT/CROSS CUT SHREDDING - CUT SIZE 4 X 40 MM - SOUND LEVEL 60 DBA - CONTINUOUS OPERATION - SHREDS CREDIT CARDS, CDS, STAPLES, PAPER DIPS - AUTO OILING - SIZE 1010 MM - BIN CAPACITY 60LT	EACH	
GRAND TOTAL INCL. VAT			

SUB-CATEGORY D4: ENVELOPES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
ENVELOPE C4	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 229MM * 324MM, BOX OF 250	BOX	
ENVELOPE DLB	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 220MM * 110MM, BOX OF 250	BOX	
ENVELOPES C3	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 324MM * 458MM, BOX OF 250	BOX	
ENVELOPES C5	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 229MM * 162MM, BOX OF 250	BOX	
GRAND TOTAL INCL. VAT			

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SUB-CATEGORY D5: FILING, STORAGE			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
DIVIDERS P/PROP OR PVC	A4, 10 COLOURED TABS, MARGIN UNIVERSAL PUNCHED, INDEXING LABEL AND POCKET PROVIDED	PACK	
DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, PRINTED A-Z, INDEXING LABEL AND POCKET PROVIDED	PACK	
DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, PRINTED JAN-DEC, INDEXING LABEL AND POCKET PROVIDED	PACK	
DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, 31 TAB NUMBERED, INDEXING LABEL AND POCKET PROVIDED	PACK	
FOLDERS	A4, ASSORTED COLOURS, FOOLSCAP, 450MM * 340MM, 200G, HAS TWO SLITS FOR USE WITH FILE FASTENERS, PACKET OF 100	PACK	
LEVER ARCH FILE BOARD	A4, 70MM, BLACK, RADO COVER LOCKING, INNER PAPER WITH PRINTED INDEX, STRONGLINE REINFORCED EDGE, SPINE RING, SPINE INTERCHANGEABLE LABEL HOLDER, REINFORCED ARCH SLOTS, QUALITY MECHANISM AND COMPRESSOR BAR	EACH	
TIDY FILES	TOP RETRIEVAL FILES, LIGHT WEIGHT WITH GUSSET	EACH	
TIDY FILES	TOP RETRIEVAL FILES, MEDIUM WEIGHT, 190GSM	EACH	
TIDY FILES	TOP RETRIEVAL FILES, HEAVY DUTY, WITH CLIP, 250GSM	EACH	
GRAND TOTAL INCL. VAT			

SUB-CATEGORY D6: PAPER, BOARD			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
COPY PAPER	A4, BOND WHITE, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM	RM	

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SUB-CATEGORY D6: PAPER, BOARD			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
COPY PAPER	A3, BOND WHITE, 297MM * 420MMM, 500 SHEETS IN A REAM, 5 REAMS IN A BOX	RM	
GRAND TOTAL INCL. VAT			

SUB-CATEGORY D7: PRESENTATION, PLANNING			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
FLIP CHART PAD	A1, BOND WHITE, 590MM * 840MM, PERFORATED AND PUNCHED, 50 SHEETS, NEWSPRINT	EACH	
FLIP CHART STAND	STANDARD, 1000MM * 640MM, MAGNETIC SURFACE, INTEGRATED PEN TRAY, PAPER CLAMP, HEIGHT ADJUSTABLE TELESCOPIC LEGS, LOCKING CLIP AT BACK, SELF ADJUSTING HINGE FOR BACK LEG	EACH	
WHITE BOARD ERASER	NON-MAGNETIC, 12 PEEL OFF LAYERS, 145MM * 50MM	EACH	
GRAND TOTAL INCL. VAT			

SUB-CATEGORY D8: RUBBER STAMPS, DATERS			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
RUBBER DATE STAMP	SELF DATING, SELF INKING, EASY TO REPLACE INK PAD, 3.8MM IN HEIGHT, CLIMATE NEUTRAL	EACH	
RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, SMALL	EACH	
RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, MEDIUM	EACH	
RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, LARGE	EACH	
GRAND TOTAL INCL. VAT			

WRSCM-2025/2026-0019 - Supply, delivery and offloading of consumables (Stationery, Cleaning Material and Refreshments) to the W&RSETA headquarters and regional office as and when required for a period of three (3) years

SUB-CATEGORY D9: STAPLERS, PUNCHES			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
PAPER PUNCH	PREMIUM HEAVY DUTY, 2 HOLE, METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE WINDOW, PUNCH UP TO 50 SHEETS, REMOVABLE CONFETTI TRAY	EACH	
PAPER PUNCH	MEDIUM PUNCH, 2 HOLE, METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE WINDOW, PUNCH UP TO 50 SHEETS, HINGED CONFETTI TRAY, EASY TOUCH DURABLE PUNCH	EACH	
STAPLE REMOVER	SUPERIOR GRIP, CHROME FINISH, STEEL JAW	EACH	
STAPLER	FULL STRIP PREMIUM QUALITY, METAL TOP LOADING, STAPLES 30 SHEETS CAPACITY (80GSM), LOW FORCE TECHNOLOGY REQUIRES 50% LESS EFFORT, DURABLE METAL CONSTRUCTION, SPACE EFFICIENT FLAT CLINCH STAPLING	EACH	
STAPLES	23/6, HEAVY DUTY, 6MM LEG, STAPLES UP TO 30 SHEETS, BOX OF 1000	BOX	
STAPLES	23/10, HEAVY DUTY, 10MM LEG, STAPLES UP TO 70 SHEETS, BOX OF 1000	BOX	
STAPLES	26/6, STANDARD, 6MM LEG, STAPLES UP TO 20 SHEETS, BOX OF 5000	BOX	
STAPLING MACHINE	HEAVY DUTY, METAL, STAPLES UP TO 180 SHEETS, ALL METAL DIE-CAST CONSTRUCTION, WITH RUBBER GRIP, PAPER ALIGNMENT GUIDE ALLOWS, THROAT TO BE ADJUSTED TO 65MM, EASY JAM RELEASE MECHNISM, USES 23/6 TO 23/10 STAPLES	EACH	
GRAND TOTAL INCL. VAT			

SUB-CATEGORY D10: WRITING INSTRUMENTS			
DESCRIPTION 1	DESCRIPTION 2	UNIT OF MEASURE	UNIT COST INCL. VAT
CLUTCH PENCIL	0.5MM, EXTENDED RUBBER FINGER GRIP, BOX OF 12	BOX	
HIGHLIGHTERS	VARIOUS ASSORTED FLOURESCENT COLOURS, USES UNIVERSAL INK FOR MOST PAPERS, PACK OF 6	PACK	
MARKER	WHITE, DRYMARKER, VALVE CONTROLLED INK, PACK OF 6	PACK	
PEN	E-BALL RETRACTABLE BALLPOINT, 1MM, VARIOUS COLOURS, PACK OF 12	PACK	
PEN	FIBRE, MEDIUM TIP, VARIOUS ASSORTED COLOURS, PACK OF 12	PACK	
PEN	FINE BULLET POINT, 4MM, ALCOHOL BASED LIQUID INK, PACK OF 12	PACK	
PEN	BALL POINT, MEDIUM TIP, VARIOUS ASSORTED COLOURS, CLICKABLE MECHANISM, PACK OF 12	PACK	
PENCIL	HB, BREAK RESISTANT LEAD, EASY TO SHARPEN AND ERASE, PACK OF 12	PACK	
PENCIL	CLUTCH, 2MM ENGINEER, PACK OF 12	PACK	
PENCIL LIDS	0.5MM, HIGH POLYMER, FINE LEAD, 12 PER TUBE WITH LID	TUBE	
PERMANENT MARKERS	STANDARD, WATER RESISTANT, SMUDGE PROOF, BULLET POINT, ALL SURFACE USE, VARIOUS ASSORTED COLOURS, PACK OF 10	PACK	
PERMANENT MARKERS	0.4MM, WATER RESISTANT, SMUDGE PROOF, BULLET POINT, ALL SURFACE USE, VARIOUS ASSORTED COLOURS, PACK OF 10	PACK	
WHITE BOARD MARKERS	FINE BULLET POINT, 4MM, ALCOHOL BASED LIQUID INK, PACK OF 10	PACK	
GRAND TOTAL INCL. VAT			