



**public enterprises**

Department:  
Public Enterprises  
REPUBLIC OF SOUTH AFRICA

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**REQUEST FOR QUOTATIONS (RFQ)  
RFQ SCM 12/2022 – 2023**

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**REQUEST FOR QUOTATION (RFQ):  
PROCUREMENT OF STATIONERY - MIN**

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**CLOSING DATE: 29 APRIL 2022**

**TIME: 11:00**

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## **1. BACKGROUND**

The Department of Public Enterprises is the shareholder representative for Government with oversight responsibility over seven State Owned Companies (SOC) that operate in core sectors of the economy such as mining, defence, energy, logistics, aviation and forestry.

The SOC in the DPE portfolio are namely: Eskom, Transnet, Denel, South African Airways (SAA), South African Forestry Company Limited (SAFCOL), Alexkor and SA Express.

These SOCs play a key role in enabling economic growth, creating jobs and promoting the industrialisation and the transformation of the economy. The Department is the primary interface between Government and the SOCs concerned and, in addition to oversight, provides input to the formulation of policy, legislation and regulation.

## **2. OUR VISION**

To create an enabling environment in which SOCs add real economic value by focusing on operational excellence, commercial viability, and fiscal prudence. This will drive developmental objectives, industrialization, job creation and skills development.

## **3. OUR MISSION**

To provide clear strategic direction and oversight to the Department's SOCs, seeking to ensure that:

- They are financially sustainable, adequately funded and operationally robust.
- Their operating models keep pace with global development and innovation.
- They provide reliable, high-quality and cost-effective services and infrastructure to industry and our citizens.
- They secure investment and funding for strategic industrial development; and they align with national developmental objectives.

## **4. SCOPE OF WORK**

Department of Public Enterprise hereby requests assistance with a quotation for the procurement of stationery.

#### 4.1. Specification

List of stationery as per pricing schedule attached as **Annexure A**

#### 5. EVALUATION CRITERIA

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, DPE has a Supply Chain Management policy that will be adhered to. Proposals will be evaluated in terms of the prevailing Supply Chain Management policy applicable to DPE and it should be noted that proposals will be assessed using the 80/20 formula (preference points system) for Price and B-BBEE.

**Table 1- Price and B-BBEE**

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

#### 6. INSTRUCTIONS TO BIDDERS

##### 6.1. Terms and Conditions

DPE reserves, under exceptional circumstances, the rights to extend the closing date. All proposals and all subsequent information received from bidders will not be returned.

The adjudication process does not represent a commitment on the part of the DPE to proceed further with that proposal or of any other bidder.

##### 6.2. Changes to this RFQ document

DPE reserves the right to make changes on this RFQ Document. All changes will be communicated to those bidders that have responded to the RFQ/ RFP. No reliance shall be placed on other information or comment from any other person.

### **6.3. Confidentiality**

Any information relating to the submissions, through the process or otherwise shall be treated in strict confidence.

#### **6.3.1. Other matters**

- a) DPE reserves the right not to enter any relationship and no correspondence pertaining to submissions will be entered into.
- b) If DPE does not accept any proposal, it will declare this RFQ/ RFP call process closed and may then elect to:
  - i. Proceed on a completely different basis; and
  - ii. Not to appoint any respondent in the event it deems proposals not appropriate.

6.3.2. DPE will not accept any responsibility for costs incurred by bidders in preparing and submitting proposals.

6.3.3. DPE reserves the right to engage in processes to validate all claims made in the proposal.

6.3.4. DPE reserves the right to cancel the award if it is determined that the supplier/service provider recommended for award, has engaged in corrupt or fraudulent activities in competing for the contract in question. For the purposes of this RFQ/ RFP, "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the accounting officer/authority and includes collusive practices among bidders/contractors (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the accounting officer/authority of the benefits of free and open competition.

### **7. PAYMENT STRUCTURE**

7.1. DPE undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

7.2. Payments will only be made on the basis of the work completed (milestones/ deliverables) as per the project implementation plan to be agreed at the inception of the project.

## 8. GENERAL

Below are compulsory requirements for this service:

- 8.1. It is important to note that the successful bidder will work under the supervision of a DPE representative, abide by DPE's Code of Conduct, and other organizational guidelines.
- 8.2. Kindly submit the following document:
  - a) Valid B-BBEE Level of contribution or Sworn Affidavit Certificate issued by the following agencies SANAS, IRBA or CCA (Failure to attach certificate will lead to non- allocation of points)
  - b) Proof that tax matters with SARS are in order (SARS Pin Number/ Tax Clearance Certificate)
  - c) National Treasury Central Supplier Database Report (CSD)
  - d) Completed and signed SBD forms
  - e) Complete attached ANNEXURE A in full and provide quotation in your company letterhead.

## 9. CONTACT DETAILS FOR INFORMATION

- 9.1. Further information regarding supply chain matters can be send via email to: [Nhlakanipho.msane@yahoo.com](mailto:Nhlakanipho.msane@yahoo.com) tel: 012 431 1001 or alternatively, [Zandarine.Theron@dpe.gov.za](mailto:Zandarine.Theron@dpe.gov.za) or at tel 012 431-1030

## 10. SUBMISSIONS OF PROPOSALS

- 10.1. Proposals should be submitted on or before **29 APRIL 2022** by no later than 11:00 to the following email address: [quotations@dpe.gov.za](mailto:quotations@dpe.gov.za)
- 10.2. The selection of the qualifying bid/quotations will be at Department of Public Enterprise's sole discretion. Department of Public Enterprise does not bind itself to accept any bid/quotations and reserves the right not to appoint the bidder.

## ANNEXURE A

### PRICING SCHEDULE (Professional Products and Services or other)

Note:

- Bidder must complete the pricing as per the table below and submit quotation of company's letterhead.
- All pricing will be according to the Scope of work

The following pricing schedule needs to be completed in line with the required deliverables (where applicable) and return a part of the tender submission.

Detail description	Unit of issue	Quantity	Unit price	Total
CLUTCH PENCILS	EACH	50		
HB PENCILS	BOX OF 50	1		
PEN PILOT WINGEL 0.7 BLACK	EACH	150		
WHITE BOARD MARKER - red	EACH	10		
WHITE BOARD MARKER – black	EACH	10		
WHITE BOARD MARKER – blue	EACH	10		
WHITE BOARD MARKER - purple	EACH	10		
PEN PILOT BLUE G-2 07	EACH	100		
PEN PILOT WINGEL 0.7 RED	EACH	150		
BLACK HARDCOVER BOOK A4, 192 PAGES	EACH	50		
BLACK HARDCOVER BOOK A5, FEINT MARGIN, 100 PAGES SPIRAL BOUND	EACH	50		
QUOTATION FOLDER, RED	EACH	500		
PRITT PRESS STICK	EACH	30		
GLUE, PRITT, 22 GRAM	EACH	20		
SELLO TAPE CLEAR 48 MM X 50	EACH	10		
SELLO TAPE BUFF 48 MM X 50 MM	EACH	10		
HIGHLIGHTER BLUE	BOX OF 10	1		
HIGHLIGHTER YELLOW	BOX OF 10	1		
HIGHLIGHTER GREEN	BOX OF 10	1		
HIGHLIGHTER RED	BOX OF 10	1		
HIGHLIGHTER PINK	BOX OF 10	1		
HIGHLIGHTER ORANGE	BOX OF 10	1		
STAPLES 26mm x 6	BOX	2		
STAPLER (STANDARD) MODEL 1500	EACH	10		
KANGRO 800 PUNCHERS	EACH	5		
PHOTOCOPY PAPER BRIGHT COLOUR, BLUE	REAM	2		
PHOTOCOPY PAPER BRIGHT COLOUR, GREEN	REAM	2		

PHOTOCOPY PAPER BRIGHT COLOUR, YELLOW	REAM	2		
PHOTOCOPY PAPER BRIGHT COLOUR, ORANGE	REAM	2		
PHOTOCOPY PAPER BRIGHT COLOUR, RED	REAM	2		
PHOTOCOPY PAPER BRIGHT COLOUR, PINK	REAM	2		
FILE DIVIDERS NUMBERS 1 - 50	SET	10		
FILE DIVIDERS ALPHABETS	SET	50		
FILE DIVIDERS JAN - DEC	SET	50		
WHITE PLAIN FILE DIVIDERS	SET	50		
WHITE FILE DIVIDERS - ALPHABETS	SET	50		
WHITE FILE DIVIDERS 1 - 50	SET	50		
YELLOW FILE DIVIDERS	SET	50		
URGENT STICKERS	BOX	1		
A5 SHORTHAND PADS – 140 pages	BOX	100		
<b>TOTAL EXCLUDING VAT</b>				
<b>VAT</b>				
<b>TOTAL INCLUSIVE OF VAT</b>				

## 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 interest<sup>1</sup> 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 institution	State

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

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



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

2.2.1 If so, furnish particulars:

.....  
.....

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

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> 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

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

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

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

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

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