



public enterprises

Department:
Public Enterprises
REPUBLIC OF SOUTH AFRICA

**REQUEST FOR QUOTATIONS (RFQ)
RFQ SCM 118/2022 – 2023**

**REQUEST FOR QUOTATION (RFQ):
PROCUREMENT OF STATIONERY FOR THE DEPARTMENT OF PUBLIC
ENTERPRISES.**

CLOSING DATE: 10 FEBRUARY 2023

TIME: 11:00

QUOTATION TO BE VALID FOR 90 DAYS

- **QUOTATIONS TO BE SUBMITTED ON COMPANY LETTERHEAD**
- **SERVICE PROVIDERS MUST BE LOCATED AROUND TSHWANE MUNICIPALITY**

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 SOCs 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 industrialization 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 (DPE) hereby requests assistance with the quotations for the procurement of stationery for the department.

4.1. Specification

Detailed list of stationery as per attached pricing schedule attached as **Annexure A.**

4.2. Mandatory Requirements

NB: For the DPE to support / promote/ develop local suppliers, The Service Providers must be located around Tshwane Municipality (Attach Proof of Address)

5. EVALUATION CRITERIA

5.1. Phase 1: Mandatory Evaluation

Bidders who comply with all mandatory requirements will qualify to Phase 2 where Price and B-BBEE will be considered and those who failed will be disqualified.

Table1- Mandatory Requirements

Criteria	Comply	Not comply	Comments
The Service Provider must be located around Tshwane Municipality (Attach Proof of Residence)			

5.2. Phase2: Price and B-BBEE

Table 2- 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
TOTAL		100

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/RFP document

DPE reserves the right to make changes on this RFQ/ RFP 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.

7.3. DPE reserves the right to negotiate price with the preferred bidder.

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
- 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) Please 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 sent via email to: quotations@dpe.gov.za or at tel 012 431-1030

10. SUBMISSIONS OF PROPOSALS

- 10.1. Proposals should be submitted on or before **10 February 2023** by no later than **11:00** to the following email address: 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 (STATIONERY FOR DPE)

Note:

- 1 Bidder must complete the pricing as per the table below and submit on a company letterhead.
- 2 RFQ to be strictly sourced from the Tshwane region only.
- 3 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
1. Design A File, 2D Ring 30mm Blue	Each	100		
2. Design A File, 2D Ring 30mm Black	Each	75		
3. Design A File, 2D Ring 30mm White	Each	210		
4. Design A File, 2D Ring 50mm Black	Each	30		
5. Design A File, 2D Ring 50mm White	Each	50		
6. Post IT flags 25.4mm X 43.6mm Red	Packet of 50 sheets	40		
7. Post IT flags 25.4mm X 43.6mm Blue	Packet of 50 sheets	95		
8. Post IT flags 25.4mm X 43.6mm Green	Packet of 50 sheets	100		
9. Post IT flags 25.4mm X 43.6mm Orange	Packet of 50 sheets	97		
10. Post IT flags 25.4mm X 43.6mm Yellow	Packet of 50 sheets	130		
11. Post IT flags 25.4mm X 43.6mm 12. White	Packet of 50 sheets	97		
13. Post IT flags 25.4mm X 43.6mm 14. Purple	Packet of 50 sheets	105		
15. Post IT flags 25.4mm X 43.6mm 16. Neon pink	Packet of 50 sheets	90		
17. Post it flag "SIGN HERE"	Packet of 50 sheets	150		
18. Pentel 1.0 mm superb ballpoint pen. Red	Each	22		
19. Pen, Pilot ink Gel. Black G- 2.07	Each	272		
20. Pen, Pilot ink Gel. Red G- 2.07	Each	115		
21. Pencil HB	Each	255		
22. Sellotape 45mm X 50 m clear	Roll	85		
23. Sellotape 45mm X 50 m buff	Roll	44		
24. Post it pad, 76mm X 76mm Yellow	Pad	30		
25. Post it pad, 125mm X 76mm, Yellow	Pad	30		

26. Big calculator, Casio 12 Digits	Each	11		
27. Scissors, 21cm	Each	83		
28. Correction Pen	Each	23		
29. Kangaroo staple remover SR 500,	Each	17		
30. Stapler remover bulldog or equivalent	Each	17		
31. Elastic Bands, size 69	Packet	9		
32. Filing Pockets / sleeves	Packet	30		
33. Bantex indexes (manilla board) A-Z division, assorted	Set	20		
34. Croxley fingerettes. No.00 (Red)	Packet of 10	4		
35. Croxley fingerettes. No.0 (Green)	Packet of 10	3		
36. Croxley fingerettes, No.1 (Blue)	Packet of 10	3		
37. Foldback clip 19mm	Box	24		
38. Foldback clip 32mm	Box	22		
39. Foldback clip 41mm	Box	22		
40. Foldback clip 51mm	Box	24		
41. Quotation folder, red with front pocket	Packet of 10	500		
42. Quotation folder, blue with front pocket	Packet of 10	140		
43. TZ Tape for brother, touch labelling machine (TZ 12mm black on white)	Box of 10	10		
44. Two hole punch heavy duty, up to 150 sheets	Each	4		
45. 2 quire notebook. A4 192 pages	Each	215		
46. Pritt glue stick, 43g	Each	98		
47. Elastic bands size 22	Packet	4		
48. Highlighter Orange Penflex, 1.5 mm chisel tip. For use on paper, copy and fax	Each	90		
49. Highlighter Yellow Penflex, 1.5 mm chisel tip. For use on paper, copy and fax.	Each	70		
50. Highlighter Green Penflex, 1.5 mm chisel tip. For use on paper, copy and fax	Each	90		
51. Highlighter Pink Penflex, 1.5 mm chisel tip. For use on paper, copy and fax	Each	60		
52. Highlighter Red Penflex, 1.5 mm chisel tip. For use on paper, copy and fax	Each	80		
53. Highlighter Blue Penflex, 1.5 mm chisel tip. For use on paper, copy and fax	Each	90		
54. Highlighter Purple Penflex, 1.5 mm chisel tip. For use on paper, copy and fax	Each	20		
55. Heavy duty punch up to 65 sheets	Each	1		
56. Heavy duty stapler 180 sheets	Each	1		
57. Staples 26/6 mm	Box	70		
58. Staples 66/11	Box	3		
59. Staples 23/20	Box	1		

60. Eraser, big 65x 23 x 13mm	Each	110		
61. Pen, Pilot BPS. Black, fine	Each	180		
62. Pen, Pilot BPS. Blue, fine	Each	50		
63. Pen, Pilot BPS. Red, fine	Each	50		
64. Prestik 100g	Packet	20		
65. Sellotape 12mm X 33mm	Roll	25		
66. Sharpener steel two hole	Each	16		
67. Post IT Pad Zig Zag 75mm X 75mm		20		
68. White board marker- Blue	Each	20		
69. White board marker- Black	Each	10		
70. White board marker- Red	Each	30		
71. Quotation folder- Purple	Packet of 10	10		
72. Quotation folder- Green	Packet of 10	10		
73. Quotation folder- Pink	Packet of 10	10		
74. Quotation folder- Yellow	Packet of 10	10		
75. Quotation folder- Orange	Packet of 10	10		
76. Quotation folder- White	Packet of 10	10		
77. Quotation folder- Dark Pink	Packet of 10	10		
78. Quotation folder- Black	Packet of 10	10		
79. Quotation folder- Grey	Packet of 10	10		
80. A4 Paper, Green	Ream	2		
81. A4 Paper, Yellow	Ream	2		
82. A4 Paper, Pink	Ream	2		
83. A4 Paper, Orange	Ream	2		
84. A4 Paper, Blue	Ream	2		
85. Staples, Paper pro 25/10	Box	3		
86. Notebook A5, hardcover 192 pages	Each	40		
87. Permanent marker, Artline. Black 70	Each	60		
88. Permanent marker, Artline. Black 700	Each	40		
89. Ruler 30cm	Each	70		
90. Stapler, medium	Each	65		
91. Rexel Goliath Heavy Duty Stapler	Each	3		
92. Rexel V220/ V240 Punch Back	Each	5		
93. Kangaroo staple remover 300	Each	10		
94. Sharpener, steel one hole	Each	40		
95. Divider, Assorted colours, 1-12 Tab	Set	106		
96. Divider, index, Polypropylene A-Z	Set	96		
97. Dividing Sheets - plain white tabs with 10 tabs	Set	1000		
98. Post It Flags 45X25mm. Yellow	Packet of 50 sheets	30		
99. Post It Flags 45X25mm. Pink	Packet of 50 sheets	30		
100. Post It Flags 45X25mm. White	Packet of 50 sheets	30		
101. Post It Flags 45X25mm. Purple	Packet of 50 sheets	30		
102. Post It Flags 45X25mm. Green	Packet of 50 sheets	30		
103. Post It Flags 45X25mm. Orange	Packet of 50 sheets	30		
104. Urgent sticker	Packet of 50 sheets	20		
105. Permanent Marker. Green 700	Each	12		

107. Permanent Marker. Blue 70	Each	12		
108. Permanent Marker. Red	Each	12		
109. Post It Pad. Neon magenta	Pad	36		
110. 76mm X 76mm. Design A file, 2 Ring 75mm White	Each	70		
111. File box storage full scape. Open at short end	Box	50		
112. Divider, plain White with 10 tabs	Set	1010		
113. A5 Notebook, 144 pages Hardcover	Each	15		
114. Wire Mesh 3 tier letter tray black	Set	15		
115. Mesh letter organizer. Tray desk office file sorter holder	Set	2		
116. Calculator (Sant 1) 120 steps check. correct	Each	4		
117. Pen Pentel BK 77 superb Black	Each	24		
118. Pen Pentel BK 77 superb Blue	Each	24		
119. Pen Pentel 1.0mm superb Black	Each	5		
120. Punch (small) 2 hole	Each	10		
121. Pen Superb 0.7mm Black	Each	30		
122. Pen Superb 0.7mm Red	Each	30		
123. Paperclips 33mm	Box	5		
124. Stapler. Paper pro, one finger. 20 Sheets	Each	15		
125. Lever Arch file mottled 70mm	Each	30		
126. Handheld thermal labelling machine brother ptouch PT-H110 or equivalent <ul style="list-style-type: none"> • fast 20mmsec print speed, • 9-character styles, • 178 symbols, 7 frames • uses 6 x aaa batteries • 2 years warranty 	Each	1		
TOTAL EXCLUDING VAT				
VAT				
TOTAL INCLUSIVE OF VAT				

PLEASE QUOTE EXACTLY AS PER THE SPECIFICATION. FAILURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION.

BIDDER’S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder’s declaration

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

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

Full Name	Identity Number	Name of State institution

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

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

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

2.2.1 If so, furnish particulars:

.....
.....

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

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

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

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

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

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

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

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