



**public enterprises**

Department:  
Public Enterprises  
REPUBLIC OF SOUTH AFRICA

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**REQUEST FOR QUOTATIONS (RFQ)  
RFQ SCM 11/2024-2025**

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**REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF A SERVICE PROVIDER  
FOR THE SUPPLY AND DELIVERY OF THE DEPARTMENTAL STATIONERY**

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**CLOSING DATE: 31 MAY 2024**

**TIME: 11:00 AM**

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**QUOTATION TO BE VALID FOR 90 DAYS**

- **QUOTATIONS TO BE SUBMITTED ON COMPANY LETTERHEAD**

## **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

Appointment of a service provider for supply and delivery of the departmental stationery

##### 4.1. Specification

Detailed specification as per pricing schedule attached as **Annexure-A**.

#### 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.

Criteria	Comply	Not comply	Comments
The Supplier must have footprint in Tshwane Metropolitan. (Attach proof)			
The supplier must provide two (2) purchase orders (PO) with the two (2) delivery notes as a proof that delivery of stationery was in order and successful, in the past Two (2) years.			

##### 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
<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/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 documents:
  - 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 form
  - 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](mailto:quotations@dpe.gov.za) or at Tel: 012 431-1034 / 1171.
- 9.2. Further information regarding specifications and technical matters can be sent via email to: [nancy.maswanganye@dpe.gov.za](mailto:nancy.maswanganye@dpe.gov.za) or at Tel: 012 431-1034.

## 10. SUBMISSIONS OF PROPOSALS

- 10.1. Proposals should be submitted on or before **31 May 2024** by no later than **11:00 am** 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.**

**Note:**

- 1 Bidder must complete the pricing as per the table below and submit on a company letterhead.
- 2 Quotation must be strictly in accordance with the specification.
- 3 Quoted amount must be VAT inclusive and accompany by quotations on the letter of the company.

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

Service line	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY REQUIRED	UNIT PRICE	TOTAL PRICE
1.	Design A File, 2D Ring 30mm Blue	Each	35		
2.	Design A File, 2D Ring 30mm Black	Each	30		
3.	Design A File, 2D Ring 30mm White	Each	325		
4.	Design A File, 2D Ring 50mm Black	Each	15		
5	Design A File, 2D Ring 50mm White	Each	225		
6	Design A File, 2D Ring 75mm White	Each	280		
7	Lever Arch file mottled board (A4) – 70mm	Each	75		
8	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Red	Packet of 10	446		
9	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Blue	Packet of 10	352		
10	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Purple	Packet of 10	20		
11	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Green	Packet of 10	20		
12	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Pink	Packet of 10	30		
13	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Yellow	Packet of 10	20		
14	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Orange	Packet of 10	20		

15	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- White	Packet of 10	20		
16	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Dark Pink	Packet of 10	20		
17	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Black	Packet of 10	30		
18	Quotation folder (heavy duty PVC, with steel two pin filing clips/ mechanism)- Grey	Packet of 10	20		
19	Divider, Assorted colours, 1-12 Tab	Set	93		
20	Divider, index, Polypropylene A-Z	Set	81		
21	Bantex indexes (manilla board) A-Z division, assorted	Set	75		
22	Dividing Sheets - plain white tabs with 10 tabs	Set	280		
23	Filing Pockets / sleeves	Set	144		
	<b>TOTAL EXCULDING VAT</b>				
	<b>VAT</b>				
	<b>TOTAL INCLUSIVE OF VAT</b>				

**FAILURE TO QUOTE IN ACCORDANCE WITH THE SPECIFICATION, REQUIRED WILL LEAD TO EARLIER DISQUALIFICATION OF YOUR COMPANY 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 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 State institution

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