



PART A: INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE STELLENBOSCH MUNICIPALITY

PNQ	1	CLOSING DATE:	02 August 2023	CLOSING TIME:	11:00am
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DESCRIPTION	PNQ1 – STATIONERY
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BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS) Stellenbosch Municipality, Town Hall Complex, Plein Street, Stellenbosch.

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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE OR SWORN AFFIDAVIT [TICK APPLICABLE BOX]	☐ Yes ☐ No		CONTRIBUTOR FACTOR (1 – 20)		

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
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SIGNATURE OF BIDDER		DATE	
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CAPACITY UNDER WHICH THIS BID IS SIGNED

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:

DEPARTMENT	SCM	
CONTACT PERSON	Lindsay Linders	
TELEPHONE NUMBER	021 808 8521	
E-MAIL ADDRESS	Lindsay.Linders@stellenbosch.gov.za	



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 ONLINE
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE STELLENBOSCH SUPPLY CHAIN MANAGEMENT POLICY, THE STELLENBOSCH PREFERENTIAL PROCUREMENT POLICY, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA .
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
3.5. 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 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

THE MUNICIPALITY RESERVES THE RIGHT TO ACCEPT ALL, SOME, OR NONE OF THE BIDS SUBMITTED EITHER WHOLLY OR IN PART — AND IT IS NOT OBLIGATED TO ACCEPT THE LOWEST BID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:



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DETAILS OF BIDDER (THE FOLLOWING PARTICULARS MUST BE FURNISHED)

Name of firm / entity / enterprise	
Trading as (if different from above)	
CSD number	MAAA.....
Postal address of enterprise / Business	Line 1 : _____ Line 2: _____ Town/City _____ Postal code: _____
Physical address of enterprise / Business	Line 1 : _____ Line 2: _____ Town/City _____
Contact details of the person signing the bid, being duly authorised to do so:	Name: _____ Telephone: _____ Cellular : _____ E-mail address: _____
Contact details of the person responsible for overseeing contract performance :	Name: _____ Telephone: _____ Cellular : _____ E-mail address: _____
Company income tax number	
Tax Compliance Status System PIN issued by SARS	
VAT registration number	
Company registration number	
Banking details	Name of account holder: _____ Name of bank: _____ Account number: _____ Branch code: _____



AUTHORITY TO SIGN A BID

SOLE PROPRIETOR (SINGLE OWNER BUSINESS) AND NATURAL PERSON

I, _____, the undersigned, hereby confirm that I am the sole owner of the business trading as _____.

OR

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

SIGNATURE:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	

COMPANIES AND CLOSE CORPORATIONS

If a Bidder is a COMPANY, a certified copy of the resolution by the board of directors, duly signed, authorising the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is, before the closing time and date of the bid

In the case of a CLOSE CORPORATION (CC) submitting a bid, a resolution by its members, authorizing a member or other official of the corporation to sign the documents on their behalf, shall be included with the bid.

PARTICULARS OF RESOLUTION BY BOARD OF DIRECTORS OF THE COMPANY/MEMBERS OF THE CC

Date Resolution was taken	
Resolution signed by (name and surname)	
Capacity	
Name and surname of delegated Authorised Signatory	
Capacity	
Specimen Signature	

Full name and surname of ALL Director(s) / Member (s)			
Is a CERTIFIED COPY of the resolution attached?		YES	NO

SIGNED ON BEHALF OF COMPANY / CC:		DATE:	
PRINT NAME:			
WITNESS 1:		WITNESS 2:	



1. Taxes and duties

- 1.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 1.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 1.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.
- 1.4. No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

2. Transfer of contracts

The contractor shall not abandon, transfer, cede, assign or sublet a contract or part thereof without the written permission of the purchaser.

3. Amendment of contracts

No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

4. Prohibition of restrictive practices.

- 4.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 4.2. If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 4.3. If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

General Conditions of Contract (revised July 2010)



GENERAL CONDITIONS

1. Sealed Quote, with the “**Quote Number and Title**” clearly endorsed on the envelope, must be deposited in the **tender box** at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch.
2. The tender must be lodged by the Tenderer in the tender box in the Main Hall Entrance, Stellenbosch Municipal Offices, Plein Street, Stellenbosch

PLEASE NOTE:

- 2.1. QUOTES that are deposited in the incorrect box will not be considered.
- 2.2. Mailed, telegraphic or faxed QUOTES will not be accepted.
- 2.3. Documents may only be completed in non-erasable ink.
- 2.4. The use of correction fluid/tape is not allowed.
 - 2.4.1. In the event of a mistake having been made, it shall be crossed out in ink and be accompanied by an initial at each and every alteration.
 - 2.4.2. Alterations or deletions not signed by the Tenderer may render the tender invalid.
- 2.5. All bids must be submitted in writing on the official forms supplied (not to be re-typed)
- 2.6. All prices shall be quoted in South African currency and be **INCLUSIVE of VAT**.
- 3.1 It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.
- 3.2 The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005. The VAT registration number of the Stellenbosch Municipality is **4700102181**.
- 3 Any QUOTES received after the appointed time for the closing of QUOTES shall not be considered but shall be filed unopened with the other QUOTES received or may be returned to the Tenderer at his request.
- 4 QUOTES may not be telefaxed to the Municipality and therefore any QUOTES received by fax will **not** be considered.
- 5 QUOTES shall be opened in public at the Stellenbosch Municipal Offices as soon as possible after the closing time for the receipt of tenders.
- 6 The Municipality shall have the right to summarily disqualify any Tenderer who, either at the date of submission of this tender or at the date of its award, is indebted to the Municipality in respect of any rental, levies, rates and/or service charges; ALTERNATIVELY;
- 6.1 That an agreement be signed whereby the Tenderer agrees that a percentage or fixed amount at the discretion of the Municipality, be deducted from payments due to him for this tender, until the debt is paid in full.
- 6.2 The tenderer shall declare **all** the Municipal account numbers in the Stellenbosch Area for which the enterprise or the proprietors or directors in their personal capacity is/ are responsible or co-responsible.
- 7 This bid will be evaluated and adjudicated according to the following criteria:
 - 7.1 Relevant specifications
 - 7.2 Value for money
 - 7.3 Capability to execute the contract
 - 7.4 PPPFA & associated regulations
 - 7.5 Stellenbosch Municipality Preferential Procurement Policy and SCM Policy



DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES ☐ / NO ☐

3.8.1 If yes, furnish particulars.

.....

3.9 Have you been in the service of the state for the past twelve months? YES ☐ / NO ☐

3.9.1 If yes, furnish particulars _____

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;

- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) an executive member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.



3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES** ☐ / **NO** ☐

3.10.1 If yes, furnish particulars:
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES** ☐ / **NO** ☐

3.11.1 If yes, furnish particulars:
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES** ☐ / **NO** ☐

3.12.1 If yes, furnish particulars:
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES** ☐ / **NO** ☐

3.13.1 If yes, furnish particulars:
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract? **YES** ☐ / **NO** ☐

3.14.1 If yes, furnish particulars:
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder



MBD6.1 – PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 – PURCHASES/SERVICES 80/20 or 90/10

NB:

Before completing this form, bidders must study the general conditions, definitions and directives applicable in respect of B-BBEE, as prescribed in the Preferential Procurement Regulations, 2022 and the Stellenbosch Preferential Procurement Policy 2022/23

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and any other applicable preference

1. GENERAL CONDITIONS

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

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

1.2

- a) The value of this bid is estimated to not exceed R200 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable

1.3 Points for this bid shall be awarded for:

- (a) Price;
- (b) B-BBEE Status Level of Contributor. and
- (c) Locality of supplier

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
LOCALITY (See definitions)	10
Total points for Price and Preferences must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 Failure on the part of a bidder to submit proof of Locality together with the bid, will be interpreted to mean that preference points for Locality are not claimed.

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



2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“Locality”** means the local suppliers and/or service providers that business offices are within the Municipal area of Stellenbosch (WC024).
- (h) **“price”** includes all applicable taxes less all unconditional discounts;
- (i) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (j) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (k) **“Specific goals”** means specific goals as contemplated in section 2(1)(d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of the Reconstruction and Development Programme as published in Government Gazette No. 16085 dated 23 November 1994;
- (l) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;



3. **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

4. **POINTS AWARDED FOR PRICE**

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

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

80/20

or

90/10

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4.2 **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT**

4.3 **POINTS AWARDED FOR PRICE**

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

80/20

or

90/10

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

5. **POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

5.1 In terms of Regulation 4 (2) and 5 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining a specific goal specified for the tender

5.2 The tendering conditions will stipulate the specific goals, as contemplated in section 2(1)(d)(ii) of the Preferential Procurement Act, be attained.

5.3 A maximum of 20 points (80/20 preference points system) or 10 (90/10) preference points system), must be allocated for specific goals. These goals are :

(a) contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;

(b) Promotion of enterprises located in the municipal area (WCO24)



- 5.4 Regarding par 5.3 (a) at least 50% of the 20/10 points must be allocated to promote this goal and points will be allocated in terms of the BBEE scorecard as follows.

B-BBEE Status Level of Contributor	Number of Points for 80/20 Preference Points System
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 5.5 A tenderer must submit proof of its BBEE status level contributor.
- 5.6 A tenderer failing to submit proof of BBEE status level of contributor –
- 5.6.1 may only score in terms of the 80/90-point formula for price; and
- 5.6.2 scores 0 points out of 10/5 BBEE status level of contributor, which is in line with section 2 (1) (d) (i) of the Act, where the supplier or service provider did not provide proof thereof.
- 5.7 Regarding par 5.3 (b) a maximum of 50% of the 20/10 points must be allocated to promote this goal. Maximum points will be allocated as follows.

Locality of supplier	Number of Points for 80/20 Preference Points System
Within the boundaries of the municipality	10
Outside of the boundaries of the municipality	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8/4 points.



6. BID DECLARATION

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

7. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 7.1 B-BBEE Status Level of Contributor: =(maximum of 10 points)
(Points claimed in respect of paragraph 7.1 must be substantiated by relevant proof of B-BBEE status level of contributor.)

- 7.2 Within the boundaries of Stellenbosch Municipality (WC024)?

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

Locality of supplier: = (10 points)

Address -

.....

.....

(Points claimed in respect of paragraph 7.2 must be substantiated by relevant proof that the business premises is situated in the Municipal area of Stellenbosch (WC024). A valid municipal account or proof of valid lease agreement must be attached)

8. SUB-CONTRACTING

- 8.1 Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- 8.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	☐	NO	☐
-----	--------------------------	----	--------------------------

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		



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

9.1 Name of company/firm:.....

9.2 VAT registration number:.....

9.3 Company registration number:.....

9.4 **TYPE OF COMPANY/ FIRM**

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited
- [TICK APPLICABLE BOX]

9.5 **DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....
.....
.....

9.6 **COMPANY CLASSIFICATION**

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 **MUNICIPAL INFORMATION**

Municipality where business is situated:

Registered Account Number:

Stand Number:.....

9.8 Total number of years the company/firm has been in business:.....

9.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor/Locality points has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;



- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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.

SIGNATURE OF BIDDER(S):			
WITNESS 1:		WITNESS 2:	
DATE:			
ADDRESS:			



DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:-
 - a) abused the municipality's/municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b) been convicted for fraud or corruption during the past five years;
 - c) willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d) been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

ITEM	QUESTION	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		



4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality/municipal entity, or to any other municipality/municipal entity, that is in arrears for more than three months	Yes	No
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality/ municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
4.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED

.....
(FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME BY THE MUNICIPALITY SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER



DECLARATION: CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS TO SERVICE PROVIDERS

PART A: PROPERTY OWNED BY ENTERPRISE OR DIRECTORS

Please complete the following if property is owned by the enterprise, the proprietors, directors or partners in their personal capacity, obtain the confirmation of the relevant municipality and attach a copy of their municipal account(s) which are not older than 90 days. (Refer MBD 4 paragraph 4)

Name of account holder:

Account number:

Name of account holder:

Account number:

Name of account holder:

Account number:

PART B: PROPERTY LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit or a copy of your lease agreement if the property is leased by the enterprise or the proprietors or directors in their personal capacity, for which the aforementioned is not responsible for payment of municipal rates and taxes.

PART C: WHERE PROPERTY IS NOT OWNED OR LEASED BY ENTERPRISE OR DIRECTORS

Please attach a sworn affidavit from the proprietor or director of the enterprise confirming that the enterprise does not own or lease any property and that the aforementioned is not responsible for payment of any municipal rates and taxes.

I,....., the undersigned, certify that the information furnished on this declaration form is correct and that I/we have no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 90 days.

.....

Signature for and on behalf of the bidder

.....

Date



CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:-

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.



CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by **Stellenbosch Municipality**

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf

of: _____ that:
(Name of Bidder)

6. I have read and I understand the contents of this Certificate;
7. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
8. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
9. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
10. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:-
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
11. 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 consortium³ will not be construed as collusive bidding.
12. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:-
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

³ 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.



13. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
14. 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.
15. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
SIGNATURE

.....
DATE

.....
POSITION

.....
NAME OF BIDDER



RESPONSIVENESS AND EVALUATION CRITERIA

1. RESPONSIVENESS CRITERIA

No bid will be considered by Stellenbosch Municipality unless it meets the following responsiveness criteria (for the bid to be considered responsive, the bid must meet the following requirements):

- a) Bidders must ensure that they are registered on the Central Supplier Database (CSD), if they wish to conduct business with the Municipality.
- b) Enquiries regarding the above can be directed to:

Contact persons	Tel no	Email address
Nicolene Hamilton	021 8088594	Nicolene.hamilton@ Stellenbosch.gov.za

2. Stellenbosch Municipality will reject a bid in terms of the following:

- a) If any municipal rates and taxes or municipal service charges owed by the bidder or any of its directors to this or any other municipality or municipal entity, are in arrears for more than three months (90 days).
- b) The name of the company of any of its director(s) names appear on the list of Tender Defaulters or restricted suppliers as published by National Treasury.

3. The following completed documents must be submitted or provided as part of the bid submission:

- a) Copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit must be attached

(NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification certificate for every separate bid.

- b) Completed and signed declaration of interest form (MBD 4).

4. No bids will be accepted unless the bid documentation as issued by the municipality is utilised.

5. The awarding of this bid is subject to the following:

- a) Relevant technical specifications as stated in this bid document;
- b) Attendance of compulsory site meetings, as may be applicable;
- c) Proper completion of this bid document and signing of declarations
- d) Documents as indicated in MBD 1.
- e) Any special conditions of contract as stipulated in this bid document.

6. Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.

7. Inducements, rewards, gifts and favours to municipalities, officials and other role players

- a) No person who is a provider or prospective provider of goods or services, or a recipient or prospective recipient of goods disposed or to be disposed of may either directly or through a representation intermediary promise, offer or grant any inducement or reward to the Stellenbosch Municipality for or in connection with the award of a contract;



- b) The accounting officer must promptly report any alleged contravention of subparagraph (1) to the National Treasury for considering whether the offending person, and any representative or intermediary through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.

8. **Telephonic, facsimile, electronic/ emailed and late bids will not be accepted.**

- 9. Bids shall be declare invalid, and shall be endorsed and recorded as such in the bid opening record by the responsible official to open the bid, in the following instances:
 - a) If the bid is not sealed;
 - b) if the bid including the bid price amount, where applicable is not submitted on the official pricing schedule;
 - c) if the bid is not completed in non-erasable ink; or
 - d) NO correction fluid/tape may be used
 - e) if the name of the bidder is not stated, or is indecipherable

- 10. A bid will not be invalidated if the amount in words and the amount in figures do not correspond, in which case the amount in words shall be read out at the bid opening and shall be deemed to be the bid amount.

- 11. The official bid document must be fully completed in indelible ink.

- 12. All requested relevant and/ or additional documentation such as compliance certificates, professional registration, artisan qualification, etc., must be attached behind the bid document.

- 13. If the entity submitting a bid is a joint venture or consortium or partnership, each party to that formation must submit all the above information.

- 14. The bidder must adhere to the pricing instructions.

- 15. The Bidder's details must be provided.

- 16. The necessary document authorising the representative to sign and submit the bid on the bidder's behalf must be completed and signed.

- 17. The bid must comply with all the minimum technical specifications.

- 18. Alternative offers may be submitted by the bidder. The municipality is under no obligation to accept alternative offers.

19. **EVALUATION OF BIDS**

- a) All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, the

Stellenbosch Preferential Procurement Policy of 2022/23 in accordance with Preferential Procurement Regulations of 2022.

- b) The municipality reserves the right to accept all, some, or none of the bids submitted — either wholly or in part — and it is not obligated to accept the lowest bid.



PART C: TECHNICAL SPECIFICATIONS AND PRICING SCHEDULE

The following minimum specifications are applicable and must be complied with.

NB: Service providers are required to read and study the specification, its general condition of contract, as well as the instructions to them very carefully before submitting their offers.

All bids received shall be evaluated in terms of the Municipal Supply Chain Management Regulations, the Preferential Procurement Policy Framework Act no 5 of 2000, the Stellenbosch Preferential Procurement Policy of 2022/23 in accordance with Preferential Procurement Regulations of 2022

TECHNICAL SPECIFICATIONS

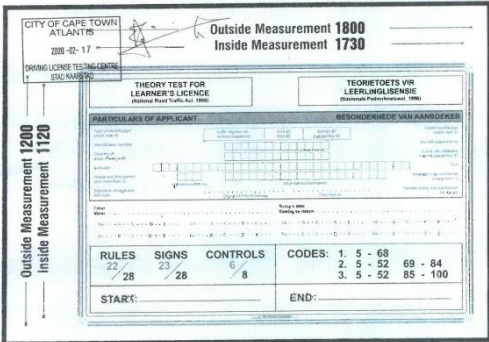
PLEASE TAKE NOTE:

- Validity of quotes Ninety (90) days from closing date of this request.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Quotations will be evaluated and awarded per line
- Quotations are based on supply and delivery
- Delivery must be made within 7 days of receipt of official order; the municipality reserves the right to cancel any order which is not delivered within 7 days.
- **Where brands are mentioned – similar or equivalent will be considered, submit details**

Item No	Description	QTY	Unit Measurement	Price per unit measurement Excl VAT	Price per unit measurement Incl 15%
1.	Heavy Duty Punch 2-hole Cast Metal Soft-feel handle Punches 65 sheets	2	EACH	R	R
2.	Laminated Pouches A3 - Box of 100 A3 250 Micron	3	PER BOX	R	R
3.	Laminated Pouches A4 - Box of 100 A4 150 Micron	8	PER BOX	R	R
4.	Non-Magnetic Whiteboard • Non-magnetic surface • Supplied with wall screws and masonry plugs • Slide-in aluminium pen tray • Can be used with the easy rail system • Anodised aluminium frame • Can be mounted horizontally or vertically 2400mm x 1200mm	2	EACH	R	R

5.	Colour Paper 80gsm Pastel Blue-Ream 500 Sheets	4	PER REAM	R	
6.	Scissor – Office Used Stainless Steel Blade 17cm Office Use	35	EACH	R	R
7.	Staples - Box OF 1000 No.23/6 6mm leg Staples 2-30 sheets	10	PER BOX	R	R
8.	Staples - Box of 1000 No.23/10 10mm leg Staples 50-70 sheets	5	PER BOX	R	R
9.	SELF ADHESIVE LABELS - LEVER ARCH 4UP A4 Pack of 100 4 Labels per sheet with Border Shape: Rectangle Label Size: 60mm x 200mm Quantity: 100 Sheets per box	5	PER BOX	R	R
10.	Permanent Marker Black Permanent Ink. Medium Bullet Point (Artline) Or Similar	43	EACH	R	R
11.	3M - Post-it Sign Here Flag Indexer Points attention to a specific area for Signature: 50 flags per dispenser 24.5mm x 43.6mm	62	EACH	R	R
12.	FOLDBACK CLIPS BOX OF 12 19MM LENGTH – 6MM CAPACITY	10	PER BOX	R	R
13.	FOLDBACK CLIPS BOX OF 12 32MM LENGTH – 13MM CAPACITY	12	PER BOX	R	R
14.	FOLDBACK CLIPS BOX OF 12 41MM LENGTH – 19MM CAPACITY	12	PER BOX	R	R
15.	FOLDBACK CLIPS BOX OF 12 51MM LENGTH – 45MM CAPACITY	12	PER BOX	R	R
16.	A4 HARDCOVER BOOKS 192 PAGES Quarter Bound Quad Rule & Margin 297mm X 210mm	225	EACH	R	R
17.	COLOURED PAPER CUBE REFILL & NOTE PAPER 100 X 100MM ASSORTED Assorted Colours Bright Paper 500 Sheets	10	PER REAM	R	R
18.	ERASER WHITEBOARD (145*55MM 12 PEEL OFF LAYERS) • Durable • Lightweight • Easy storage	20	EACH	R	R
19.	PAPER CLIPS SMALL 25MM (NICKEL PLATED) BOX OF 100 SILVER	60	PER BOX	R	R
20.	PAPER CLIPS MEDIUM 50MM (NICKEL PLATED) BOX OF 100 SILVER	35	PER BOX	R	R
21.	PAPER CLIPS GIANT 78MM (NICKEL PLATED) BOX OF 100 SILVER	25	PER BOX	R	R

22.	JUMBO HIGHLIGHTERS Fluorescent colours Fade-resistant Fax proof	20	EACH	R	
23.	Staples - Box of 5000 No.26/6 6mm leg Staples 2-20 sheets	139	PER BOX	R	R
24.	3M - POST-IT NEON NOTES SUPER STICKY 76MM X 76MM 65 SHEETS PER PAD/6 PADS PER PACK	127	PER PACK	R	R
25.	3M - POST-IT NEON NOTES SUPER STICKY 3MM X 73MM 100 SHEETS PER PAD/5 PADS PER PACK	30	PER PACK	R	R
26.	XL RUBBER BANDS Rubber bands made from natural rubber 500g bag	30	500G BAG	R	R
27.	Neon Flag Indexer 48mm x 12mm 5 colours 5 pads & 20 sheets per pad • For messages, notes or reminders	50	EACH	R	R
28.	LEVER ARCH BOARD FILE A4 70MM SPINE BLACK MOTTLED INDEX WITH RADO 1.7MM BOARD	50	EACH	R	R
29.	FILE COVERS (FOLDERS) 2 Holes Drilled; Hardboard Middle Support. Size: 600 x 325 Folded to 325 x 230mm Colour: Blue	150	EACH	R	R
30.	Bulldog Clips - Box of 50 Silver - 50mm length – 25mm capacity	2	PER BOX	R	R
31.	STAMP PAD - UNINKED 147X110MM	1	EACH	R	R
32.	ARTLINE EK70 PERMANENT MARKER BULLET POINT BLACK 1.5MM BOX OF 12	1	PER BOX	R	R
33.	TREELINE BLACK - DESKTOP ROUND-UP ORGANISER - EACH	3	EACH	R	R
34.	RED STAMP PAD INK 30ML	5	EACH	R	R
35.	ASSORTED 10 PACK - PENFLEX WB15 WHITEBOARDS MARKERS	5	EACH	R	R
36.	PENTEL PEN ENERGEL ROLLERBALL BLACK BL107 0.7MM BOX OF 12	5	PER BOX	R	R
37.	RUBBER DATE STAMP - NOLLE PROSEQUI, PROCEED REDUCE TO R..... 75MM WIDE X 38MM HIGH 	2	EACH	R	R
38.	TRODAT INKLESS FINGERPRINT PAD, WEIGHT, 1 OUNCES, DIMENSIONS 2.56 X 2.56 X0.63 INCHES	2	EACH	R	R

				ENBOSCH • PNIEL • FRANSCHHOEK MASIPALA • MUNICIPAL	28
39.	<p>WHITE BOARD WITH PRINT (1800MM X 1200MM)</p> 	2	EACH	R	R
40.	A4 Copy Paper 80g Ream- Assorted Colours - Pink - Pack of 100	5	PER PACK	R	R
41.	Adhesive Prestik or similar White/Original reusable adhesive Acid Free 100g Pre Cut In Convenient Strips	55	EACH	R	R
42.	Permanent Marker Red Permanent Ink. Medium Bullet Point (Artline) Or Similar	22	EACH	R	R
43.	RULERS 30 CM, DIFFERENT COLOURS	12	EACH	R	R
44.	Books Hardcover A6 A6 Hard Cover 144 Pages Feint Ruled	12	EACH	R	R
45.	Stapler For Office Use Uses 26/6 staples Staples 20 sheets Half strip Metal Adjustable anvil for pinning Opens flat for tacking	119	PER BOX	R	R
46.	AAA DURACELL / ENERGIZER OR EQUIVALENT RECHARGEABLE BATTERIES (PACK OF 2)	58	PER PACK	R	R
47.	Glue sticks Pritt or Similar - 43 Gram Solvent free	131	EACH	R	R
48.	Accessible File - Pack of 8 Tinted Board Bright Colours 350mm X 240mm 400gsm	36	PER PACK	R	R
49.	WHITE WRITING BOARD - Magnetic Whiteboard (1800 x 900mm)	1	EACH	R	R
50.	AAA DURACELL / ENERGIZER OR EQUIVALENT RECHARGEABLE BATTERIES (PACK OF 4)	29	PER PACK	R	R
51.	AA DURACELL / ENERGIZER OR EQUIVALENT RECHARGEABLE BATTERIES (PACK OF 2)	25	PER PACK	R	R
52.	PENC 251 T/L HB GRAPHITE PENCIL	37	EACH	R	R

53.	DURACELL BATTERIES: 9 2PK	40	PER PACK	R	R
54.	Plier Stapler Metal Staples up to 50 sheets	1	EACH	R	R
55.	HEAVY DUTY SHREDDER- INCLUDING ACCESSORIES AND MONTHLY SERVICING INCLUDED-REXEL MOMENTUM EXTRA XP426	1	EACH	R	R
56.	Oil Sheets For Shredder - Pack of 20 The easiest way to oil your shredder. - Prolongs the life of your shredder. - Distributes the right amount of oil every time. - Safe for use with all shredders. - A5 sheets -Colour: White	1	PER PACK	R	R
57.	Tape Scotch Magic Or Equivalent - 3m Scotch Tape 24mm X 50m 810	14	EACH	R	R
58.	Correction Tape (Replace Tippex or similar) Instant Coverage Immediate over-writing Eliminates show through 5mm X 5m	55	EACH	R	R
59.	Scotch Econo Tape 147E 12mm x 66m Clear	2	EACH	R	R
60.	Filing / Plastic Pocket A4 PVC Pocket – 120 micron Multi punched Heavy gauge 100 Pockets per pack	17	PER PACK	R	R
61.	Fingerettes (Ideal for sorting or paging documents) - Small 0 - Box of 12	54	PER BOX	R	R
62.	Fingerettes (Ideal for sorting or paging documents) - Medium 1 - Box of 12	24	PER BOX	R	R
63.	DLB Envelope - Box of 500 Plain White Opaque-Banker Seal Easi-Banded 220 X 110mm	2	PER BOX	R	R
64.	A4 Pink Photocopy Paper - Box (5 eams) •Must be produced according to ISO 9001, ISO 14001 and Best Available Technique (BAT) standards •Ageing resistance ISO 9706 certified •Environmentally friendly production, FSC™ certified •Copy paper must be suitable for double sided printing with a smooth surface. •Brightness not less than 96% •Basic weight: 80 g/m² •Paper size must be as follow: •Size A4: 210mm x 297mm •Packing: 500 sheets per ream / 5 reams per carton	2	PER BOX	R	R
65.	A4 Blue Photocopy Paper Box (5 reams) •Must be produced according to ISO	2	PER BOX	R	R

	9001, ISO 14001 and Best Available Technique (BAT) standards •Ageing resistance ISO 9706 certified •Environmentally friendly production, FSC™ certified •Copy paper must be suitable for double sided printing with a smooth surface. •Brightness not less than 96% •Basic weight: 80 g/m² •Paper size must be as follow: •Size A4: 210mm x 297mm •Packing: 500 sheets per ream / 5 reams per carton				
66.	Sellotape - Roll Tape Clear 24mm X 50m	88	EACH	R	R
67.	Durable Trend - Waste Bin 315mm D x 330mm H - 16 litres Assorted Colours	3	EACH	R	R
68.	Whiteboard Cleaning Fluid - 237ml Plastic Spray Bottle With Fluid	10	EACH		
69.	C4 Envelopes - Box of 250 A4 White / Recycled Brown Seal Easi-Unbanded 324 X 229mm	4	PER BOX		
70.	Pencil Sharpener - Metal Metal 2-Hole/Double hole Wedge-shaped	72	EACH		
71.	Metal File Fasteners - Box of 50 Slide locking Secure punched documents efficiently	27	PER BOX		
72.	Staple Remover Standard Size Easy to use Claw style For standard staples	47	EACH		
73.	WHITEBOARD MARKERS (RED)	10	EACH		
74.	WHITEBOARD MARKERS (BLACK)	10	EACH		
75.	WHITEBOARD MARKERS (BLUE)	10	EACH		
76.	WHITEBOARD MARKERS (GREEN)	10	EACH		
77.	Clear Ruler (Shatter-resistant & Transparent) - 30cm	143	EACH	R	R
78.	Jumbo Highlighters (various colours) Fluorescent colours Fade-resistant Fax proof	12	EACH	R	R
79.	Packaging Tape Strong Waterproof Tape For Sealing Of Cartons Etc 48mm X 50m Brown Or Clear	12	EACH	R	R
80.	Polypropylene Index Dividers A4 Polypropylene Printed A - Z	15	EACH	R	R
81.	Polypropylene Index Dividers Pastel Colours A4 Polypropylene 10 tab plain	25	EACH	R	R

82.	Presentation/Quotation Folder Inside pocket Flat bar fastening mechanism A4 Clear crystal polyprop cover Colour: BLACK	30	ENBOSCH • PNIEL • FRANSCHHOEK MASIPALA • MUNICIPAL EACH	R	R
83.	CLARO TRION Ballpoint Pen - BLACK 0.7mm Box of 50	117	PER BOX	R	R
84.	A3 Carry Folders - RED Holds A3 & Foolscap Paper. Plastic Stud Fastener Keeps Contents Secured. (Document Wallet) Plastic.	250	EACH	R	R
85.	Board folders - RED 200gsm 348mm x 228mm Pastel colours Pack of 100	250	PER PACK	R	R
86.	Accessible File - Pack of 8 Tinted Board Bright Colours 350mm X 240mm 400gsm	250	PER PACK	R	R
87.	White Eraser Dust free Soft white Slide sleeved High grade	123	EACH	R	R
88.	AA DURACELL / ENERGIZER OR EQUIVALENT RECHARGEABLE BATTERIES (PACK OF 4)	60	PER PACK	R	R
89.	DESKTOP LARGE STEEL STAPLER - 210XSTAPLES 24/6 26/6 - 20 PAGES	5	EACH	R	R
90.	WALL MOUNTABLE A4 ACRYLIC BROCHURE HOLDER	5	EACH	R	R
91.	A4 FILING POCKETS – 80 MICRONS (100 EPR PACK)	5	PER PACK	R	R
92.	2 QUIRE A4 192 PAGE COUNTER BOOK – FEINT AND MARGIN (5 PER PACK)	6	PER PACK	R	R
93.	MASKING TAPE (48MM X 40M)	10	EACH	R	R
94.	A4 CERTIFICATE FRAME (BLACK)	30	EACH	R	R
95.	COIN BATTERY CR2016+3 VOLTS	3	EACH	R	R
96.	TRODAT STAMP: COLOR PRINTER 60: Wording: Hereby I certify that / Hiermee sertifiseer ek dat: VOTE / POS NOMMER a) Goods/Services identified on this invoice was received Goedere/Dienste geïdentifiseer op hierdie faktuur is ontvang b) As per attached order all goods and services delivered are allocated to the specified budget vote. Goedere en dienste gelewer is toegewys op die gespesifiseerde begrotingsposte soos meegande begroting. c) Adequate funds are available on the budget vote/	3	EACH	R	R

	<p>Voldoende fondse beskikbaar is op die begrotingspos.</p> <p>Expenditure incurred is in accordance with Council's SCM policy / Uitgawe aangegaan is in ooreenstemming met die Raad se SCM beleid.</p> 					
97.	STORAGE BOXES - STORAGE BOXES (CORRUGATED FILE STORAGE BOX COLLAPSIBLE) 90MMX375MMX265MM (W74C)	504	EACH	R	R	
98.	A4 CLIPBOARDS, RIGID PERSPEX, RETRACTABLE HANGING HOLE HOOK FOR EASE OF STORAGE PEN HOLDER	6	EACH	R	R	
99.	<p>TRODAT STAMP WORDING ON STAMP:</p> <p>Trodat stamp:</p> <p>Direktoraat: Infrastruktuurdienste</p> <p>Directorate: Infrastructure Services</p> <p>Voorsiening vir Signature/Handtekening moet asb bo die Verw/Ref gemaak word</p>  	6	EACH	R	R	
100.	REDFERN 1UP LABLE, NO BORDER (100 PER PACK)	10	PER PACK	R	R	
101.	<p>HEAVY DUTY SHREDDER</p> <p>Max Sheets Pass: 750</p> <p>POPI Compliant: Yes</p> <p>Users: 10</p> <p>Cut Type: Cross</p> <p>Security Level: P 4</p> <p>Bin Size Liters / (sheets): 140L</p> <p>Cut Size (mm): 4x30mm</p>	1	EACH	R	R	

	<p>Decibel Level: 55 dBA Jam Free: Yes Auto Oil: No Machine / Cutter Warranty: 2/2 Year Run Time / Cool Time: 240 Minutes Continues run time with Fan Cooling Packed Size: H x W x D (mm): 813 x 553 x 493 Packed Weight (kg): 57.5kg Shreds CD's / Credit Cards (CC): Credit cards, staples, and paper clips</p> 				
102.	Magic Clips - Box of 12 Metal/Silver- 4.8mm	10	PER BOX	R	R
103.	Books Hardcover A5 A5 Hard Cover 192 Pages Feint Ruled With Margin 210mm X 148mm	80	EATCH	R	R
104.	HB Pencil - Box of 12 Traditional 110 HB Top Quality Easy to erase & sharpen Break-resistant	65	PER BOX	R	R
105.	Transparent Sheets- Binding Cover Sheets A4 Binding Covers 150 micron covers	1	EACH	R	R
106.	CONFIDENTIAL STICKER 14 X 40mm - Gold - ICON - 125 Labels per pack	2	PER PACK	R	R
107.	URGENT STICKER 14 X 40mm - Red - IU - 125 Labels per pack	3	PER BOX	R	R
108.	Memo Cube & Refills Refill: 9cm x 9cm x 9cm 800 white sheets	31	EACH	R	R
109.	Delivery Book Parcel Delivery Full bound 198mm X 137mm Quarter bound 128 pages	34	EACH	R	R
110.	Fold Back Clips - 41mm - Black	15	EACH	R	R
111.	Fold Back Clips - 51mm - Black	15	EACH	R	R
112.	Fold Back Clips - 32mm - Black	15	EACH	R	R
113.	Fold Back Clips - 25mm - Black	15	EACH	R	R

114.	251MMX381MM MANILLA ENVELOPES - BROWN PACK OF 250		PER PACK	R	
115.	A3 LAMINATING MACHINE A3 LAMINATING MACHINE SUITABLE FOR CRAFTS PROJECTS AND OFFICE USE. STYLE LAMINATOR EASY TO USE. WARMS UP IN 4 MINUTES; LAMINATES USING ID TO A3 SIZE POUCHES UP TO 250 MICRON THICKNESS; WITH COLD LAMINATION OPTION FOR LAMINATING WITH SELF ADHESIVE POUCHES; COMPACT DESIGN FOR EASY STORAGE; 1 YEAR WARRANTY. MUST INCLUDE: POWER CORD, INSTRUCTION MANUAL, 2104514EU, HxWxD: 60mm x 445mm x 140mm	1	EACH	R	R
116.	AAA BATTERIES (PACK OF 20)	2	PER PACK	R	R
117.	AA BATTERIES (PACK OF 20)	2	PER PACK	R	R
118.	Binding Covers Clear - Pack of 100 A4 200 Micron Clear	3	PER PACK	R	R
119.	Self-Inking Dater Date stamp Text plate is required Climate neutral 4750 Date 4mm in height	1	EACH	R	R
120.	Permanent Marker Blue Permanent Ink. Medium Bullet Point (Artline) Or Similar	2	EACH	R	R
121.	NEON FLAG INDEXER: 45 x 12mm Neon Assorted 5 Pads Film index tabs that are transparent so it does not cover the original document Removable to use again Ideal for highlighting, marking and indexing Size: 45 x 12mm 5 Pads per pack 25 Sheets per pad Colour: Neon Assorted 	2	EACH	R	R
122.	Magic Clip Dispenser Unit Length 6.25" Unit Weight 10.2 oz. Voltage & Hertz 120-60Hz	3	EACH	R	R
123.	Binding Covers Clear - Pack of 100 A4 200 Micron Clear	2	PER PACK	R	R
124.	Sellotape Dispensers Desktop Dispenser With Dual Core For Rolls 33m & 66m Long & Width Up To 25mm	3	EACH	R	R

125.	Polypropylene Index Dividers Pastel Colours A4 Polypropylene 5 tab plain	5	ENBOSCH • 5 NIEL • EACH • FRANSCHHOEK	R	35
126.	SET OF 6 JUMBO HIGHLIGHTERS MUST INCLUDE COLOURS: Pink, Green, Orange Fade-resistant Fax proof	5	MASIPALA • MUNICIPAL	R	
127.	LEVER ARCH LABELS - Pack of 12 SELF-ADHESIVE (WHITE) - FITS A4 & FOOLSCAP SPINE	11	PER PACK	R	R
128.	Create a Cover Files Create a Cover Files: 2D-ring 25mm • Clear pocket front & spine • Three piece cover construction • Transparent, anti-reflective pockets on the front cover and spine	10	EACH	R	R
129.	Board folders - Pack of 100 200gsm 348mm x 228mm Pastel colours	2	PER PACK	R	R
130.	Self-Inking Dater Date stamp Text plate is required Climate neutral 4750 Date 4mm in height	7	EACH	R	R
131.	SELLOTAPE OR EQUIVALENT CLEAR PACKAGING TAPE (66MM X 50MM)	20	EACH	R	R
132.	SELLOTAPE MASKING TAPE (48MM X 40M)	50	EACH	R	R
133.	Endorsing Ink Stamp Pad Ink - 30ml RED	2	EACH	R	R
134.	Drawing Pins (Brass-plated) - Box of 100 12.mm	2	PER BOX	R	R
135.	MEMO CUBE & REFILLS Full size • Stylish holder: 9cm x 9cm 800 x 80gsm bond sheets in Assorted colours	12	EACH	R	R
136.	A4 Copy Paper 80g Ream- Assorted Colours - 100 per pack A4 Copy Paper 80g - Cerise Pink, Signal Red, Maroon, Sunlight Yellow, Lavender Purple, Lime Green	4	PER REAM	R	R
137.	Letter Tray Connectors - 1 Pack of 4 Set of 4 - Black	6	PER PACK		
138.	Adhesive tape Clear polypropylene For office use 24mm X 66m	6	EACH		
139.	PACKAGING TAPE Strong Waterproof Tape For Sealing Of Cartons Etc 48mm X 50m Brown	6	EACH		
140.	Paper Clips - Box of 100 Plastic coated – 28mm Assorted colours	20	PER BOX		
141.	Note Books Wire Bound A5 Side Bound 100 Pages Feint Ruled	20	EACH		
142.	BOOKS INDEX THROUGH A4 A4 Hard Cover 192 Pages Feint Ruled &	20	EACH		

	Margin Quarter Bound 297mm X 210mm		ENBOSCH • PNIEL • FRANSCHHOEK		36
143.	Polypropylene Index Dividers A4 Polypropylene Printed Jan - Dec 	45	EACH		
144.	MANUAL BINDING MACHINE / Rexel Combbind 200 Rexel Combbind 200 Perfect for office use with regular binding requirements It combines a punch capacity of up to 20, 80gsm sheets with a binding capacity of up to 225 sheets and binds A3 portrait, A4 and A5 sizes Rexel Combbind 200 features alignment indicators 130 x 340 x 395mm	2	EACH		
145.	C3 ENVELOPES WHITE NO-WINDOW GUMMED - Box of 250 SIZE: 458 X 324MM WHITE ; GUMMED ; 120 GSM	1	PER BOX		
146.	A5 MANDELA ECO NOTEBOOK- VARIOUS COLOURS WITH DIFFERENT WORDING OF MR MANDELA. 	2	EACH		
147.	A4 TRANSPARENT SHEETS - CLEAR BINDING COVER SHEETS - 150 micron Pack of 100	2	PER PACK		
148.	Fingerettes (Ideal for sorting or paging documents) - Large 2 Box of 12	7	PER BOX		
149.	STAMP PAD INK FOSCA BLACK - 30ml	1	EACH		
150.	INK STAMP PAD FOR TRODAT PRINTY 4727 (60 X 40MM) BLACK	1	EACH		
151.	TRODAT SELF INKING MUNICIPAL INVOICE STAMP TRODAT SELF INKING MUNICIPAL INVOICE STAMP TRODAT PRINTY 4926	1	EACH		
152.	WHITEBOARD CLEANER SPRAY 250ML	1	EACH		
153.	CALCULATOR SHARP EL231LB BASIC-4 FUNCTION CALCULATOR	1	EACH		
154.	CORRECTION PEN PRIMELINE 12ML	2	EACH		
155.	PARCEL DELIVERY BOOK CROXLEY 96 PGS (DEL416) EACH	3	EACH		

156.	CLARO TRION Ballpoint Pen - RED 0.7mm Box of 50	9	PER BOX		
157.	HARD COPY NOTEBOOK A4 CROXLEY PRIMELINE 288 PGS (EACH)	5	EACH		
158.	ENVELOPE/WHITE PLAIN 220 X 110 MM DLB SEAL EASI BOX OF 500	1	PER BOX		
159.	Envelope/Manilla B4 353 X 250mm Plain - Box of 250	1	PER BOX		
160.	Copy Paper 80gsm Pink - Ream 500 Sheets	2	PER REAM		
161.	Folding Clipboard PVC laminated onto heavy-duty board Heavy-duty metal clip Hanging hole Various Colours	3	EACH		
162.	A4 250 MICRON TRANSPARENT MULTI PUNCHED FILING POCKETS PACKET OF 100	4	PER PACK		
163.	STAPLER 20-30 SHEETS OF 80 GRAM. STRONG AND ROBUST METAL. REXEL OR SIMILAR	5	EACH		
164.	Carry Folders Holds A4 & Foolscap Paper. Plastic Stud Fastener Keeps Contents Secured. (Document Wallet) Plastic. Different Colours	10	EACH		
165.	Pen Koki Fine BLACK - Box of 12 Artline Fineliner Or Similar Black	10	PER BOX		
166.	Pen Koki Fine RED - Box of 12 Artline Fineliner Or Similar Red	10	PER BOX		
167.	Neon Flag Indexer 48mm x 12mm 5 colours 5 pads & 20 sheets per pad • For messages, notes or reminders	10	EACH		
168.	FILE LEVER ARCH A4 279 X 311 X 70MM CROXLEY OR SIMILAR - BOARD 2 RING	10	EACH		
169.	Whiteboard Markers Medium Bullet Point Assorted Colours (Red, Blue, Black, Red And Green)- Stabilo Or Similar	30	EACH		
170.	Black Pen - Box of 50 Ink gel Or Similar	100	PER BOX		
171.	TYVEK WRISTBAND SPECIALS PINK - PACK OF 100	20	PER PACK		
172.	TYVEK WRISTBAND SPECIALS RED - PACK OF 100	20	PER PACK		
173.	TYVEK WRISTBAND SPECIALS GREEN - PACK OF 100	20	PER PACK		
174.	TYVEK WRISTBAND SPECIALS BLUE - PACK OF 100	20	PER PACK		
175.	TYVEK WRISTBAND SPECIALS YELLOW - PACK OF 100	20	PER PACK		
176.	PROJECT PRESENTATION COVER WITH SIDE BINDERS (PACK OF 5)	1	PER PACK		
177.	A4 Sunlight Yellow Photocopy Paper - Box (5 reams)	1	PER BOX		

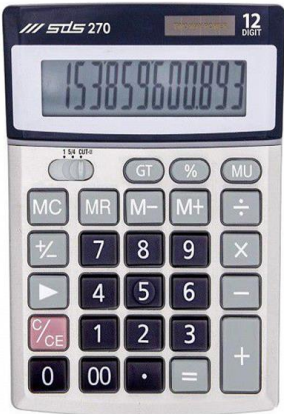
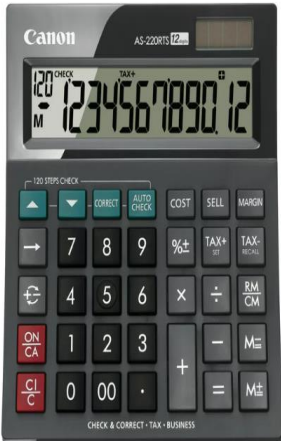
	<ul style="list-style-type: none"> •Must be produced according to ISO 9001, ISO 14001 and Best Available Technique (BAT) standards •Ageing resistance ISO 9706 certified •Environmentally friendly production, FSC™ certified •Copy paper must be suitable for double sided printing with a smooth surface. •Brightness not less than 96% •Basic weight: 80 g/m² •Paper size must be as follow: •Size A4: 210mm x 297mm •Packing: 500 sheets per ream / 5 reams per carton 				
178.	PrimeLine Self-Adhesive Neon Notes (38mm x 51mm) 300 SHEET CUBE 5 ASSORTED NEON COLOURS	5	EACH		
179.	Folding Clipboard PVC laminated onto heavy-duty board Heavy-duty metal clip Hanging hole Various Colours	8	EACH		
180.	SELF ADHESIVE A4 LABELS 1 UP 100 PER PACK 199.6MM X 289MM	20	PER PACK		
181.	Black Pen - Box of 12 Ink gel Or Similar	1	PER BOX		
182.	FELLOWES Automax 550C Cross-Cut Shredder - 550 Sheet 550-sheet automatic and 14-sheet manual shredding capacities (70gsm) Shreds documents into 4x38mm cross-cut particles (DIN Level P-4) Shreds the 550-sheet capacity in approximately 13 minutes Smart Lock™ system allows the user to lock the shredder with a 4-digit PIN to prevent access to documents whilst shredding is in progress 83-litre pull-out waste bin Also shreds CDs and credit cards (manual feed) and staples & paper clips	1	EACH		
183.	THE FILES Size: 600 x 325 Folded to 325 x 230mm Unprinted Folder: Liner Board, 225g/m ² , Brown (not printed) Support Board: Eska Board (2250Mic), Grey (not printed) Colour Cloth (x5): Size: 325 x 40mm Eurotak - Permanent Split Back Matt, 80g/m ² , Tints (Green, Light Blue, Dark Blue, Yellow, Light Pink, Orange, Purple)	500	EACH		

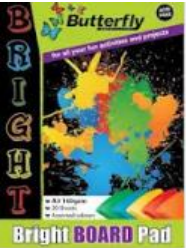
184.	A6 MAIL DELIVERY BOOK - A6 Duplicate Carbon Book Delivery 100 Page	2	EACH		
185.	<p>Sharp XE-A137-WH Cash Register Quiet 1-station drop-in thermal printer, Bright operator display, Paper saving electronic journal function, 8 Departments with 12 character text, Up to 200 PLUs with 12 character text, Detailed daily and periodical transaction report, "HELP" key function for fast printing of set-up and operating instructions, SD card slot for program backup and easy data transfer</p> 	2	EACH		
186.	<p>Tattle Tape Strips B2- 1000 per box - Security strips for library books 1000 strips per box</p> 	4	PER BOX		
187.	<p>Label protectors 1000 per roll (Overlays) - Clear adhesive label protectors 70mm x 50mm</p> 	5	PER ROLL		

188.	<p>A4 Mottled board Lever Arch File 70mm - Metal Compressor. Inner Printed Index A to Z, Index 1 to 32. Metal Spine Ring. MCS Office Supplies 75mm Lever Arch File. MCS File.</p> 	10	EACH		
189.	AA DURACELL / ENERGIZER OR EQUIVALENT RECHARGEABLE BATTERIES (PACK OF 12)	26	PER PACK		
190.	<p>PVC Lever Arch File - Pack of 8 Rado locking Interchangeable colour matching spine label Quality mechanism with compressor bar Strong-line reinforced edge enhances durability A4 – 70mm spine Assorted Colours</p>	66	PER PACK		
191.	Folders Manilla - Pack of 100 Foolscap Board Folder 200g - With Flap	7	PER PACK		
192.	<p>Jumbo Highlighters - Pack of 4 Fluorescent colours Fade-resistant Fax proof</p>	10	PER PACK		
193.	Black Pen - Box of 12 Ink gel Or Similar	10	PER BOX		
194.	Examination Pad Lined A4 100 Sheets Punched Feint Ruled With Margin	154	EACH		
195.	Folders Manilla - Pack of 100 Foolscap Board Folder 200g - Without Flap	12	PER PACK		
196.	HIGHLIGHTERS (ASSORTED COLOURS - PACK OF 4) OF	10	PER PACK		
197.	BLACK GEL INK PENS (BOX OF 10)	10	PER BOX		
198.	SELF ADHESIVE NOTE PADS ([PST-IT) - 76MM X 76MM	15	EACH		
199.	A4 HARD COVER CROXLEY JD160 A4 HARDCOVER QUIRE 1 COUNTER BOOK (96 PAGES)(SINGLE) - RULED FEINT & MAR	25	EACH		
200.	C4 Envelopes - Box of 250 A4	20	PER BOX		

	Plain-White Seal Easi-Unbanded 324 X 229mm		ENBOSCH • PNIEL • FRANSCHHOEK		
201.	A4 FILE DIVIDERS PVC PACKS 140 Micron - NUMBERED 1 - 25	80	PER PACK		
202.	CONTACT PLASTIC (450 MM X 10 M ROLL)	100	PER ROLL		
203.	Steel Hole Punch / Punch - 2-Hole - Office Desk BLACK Features : – Punch up to 40 sheets – Centering arm adjustable to A4 – For office or home use – Durable and high quality	31	EACH		
204.	FOOLSCAP MANILLA FOLDERS (PACK OF 50) 3 SCORED AND SLOTTED [355 X 230 X 230] - LIGHT BLUE, GREEN, YELLOW, RED	20	PER PACK		
205.	A4 ENVELOPES / C4 ENVELOPES (no window) - WHITE BOX OF 50 324mm X 229mm	20	PER BOX		
206.	Folding Clipboard PVC laminated onto heavy-duty board Heavy-duty metal clip Hanging hole Various Colours	30	EACH		
207.	CONTACT PLASTIC (450MM X 10M ROLL)	100	PER ROLL		
208.	STOARGE BOX FILING UNIT / LEVER ARCH STORAGE UNIT Sto-Away filing unit Corrugated & collapsible Holds 6 files – files not included Grey 575L X 375H X 290W	160	EACH		
209.	Heavy Duty Stapler Metal Heavy-duty Uses 23/6 to 23/24 staples Staples up to 210 sheets	1	EACH		
210.	1PC RANDOM COLOR INDEX STICKY NOTE: Quantity: 1 piece Type: Sticky Note Material: Paper Size: one-size Length: 9.5-9.8 cm Width: 7.6-8 cm	10	EACH		
211.	Sticky Notes 400 sheets 4 color 76mm x 76mm	10	EACH		
212.	Jumbo Highlighters Fluorescent colours Fade-resistant Fax proof	2	EACH		
213.	Scientific Calculator 2 line LCD display 78.6mm x 166mm	3	EACH		

	<ul style="list-style-type: none"> • TED approved • 272 functions • 2 line display • DAL • Multi-line playback • Chain calculations • Statistics mode 				
214.	STICKY NOTES Self adhesive notes - Any colour Size: 7.5 X 7.0 100 sheets	3	EACH		
215.	Plastic Flip File A4 Plastic Transparent A4 Flip File Display Binder Sleeves 50 Pocket	3	EACH		
216.	Pen Cup Holder 80mm D x 102mm H Assorted Colours	3	EACH		
217.	CLARO TRION Ballpoint Pen - BLUE 0.7mm Box of 50	7	PER BOX		
218.	PROFESSIONAL BLACK CLIPS 25MM Box of 12	5	PER BOX		
219.	Bulldog Clips Silver - 50mm length – 25mm capacity Box of 12	5	PER BOX		
220.	PROFESSIONAL BLACK CLIPS 41MM Box of 12	5	PER BOX		
221.	METAL BULLDOG CLIPS 40MM Box of 12	5	PER BOX		
222.	METAL BULLDOG CLIPS 65MM Box of 12	5	PER BOX		
223.	Correction Pen- ZL 1S-6 Multi purpose fine point correction pen 18ml	8	EACH		
224.	A4 MINI Lever Arch File PVC 40mm - Black 40mm Capacity Clear Spine Label Pocket Quality Lever Arch Mechanism with Metal Compressor	10	EACH		
225.	PVC A4 Lever Arch File 70mm - Black Strong high-quality Laminated one piece cover Rado cover locking Clear spine label holder Quality mechanism Metal compressor bar Soft touch lever 70mm filing capacity	60	EACH		
226.	CALCULATOR - Singularly packed in a box Desktop 12 Digit Calculator Extra Large LCD Display Big Buttons Solar and Battery/Dual Power Standard functions for office and school	39	EAC		

	 				
227.	<p>Remote Control Batteries - 23A 12V Batteries Singularly packed</p> 	12	EACH		
228.	A3 Bright Board 160gsm - Tokay Green	2	PER REAM		
229.	A4 MARLIN BOARD 160GSM (100 PER PACK) PASTEL PINK	1	PER PACK		
230.	Lever Arch Labels Self-adhesive (white) Fits A4 and foolscap spine Pack of 50	2	PER PACK		
231.	Whiteboard Markers - Box of 10 Medium Bullet Point - Stabilo Or Similar Black	3	PER BOX		
232.	Heavy Duty Stapler Metal Heavy-duty Uses 23/6 to 23/24 staples Staples up to 240 sheets	7	EACH		

233.	Packaging Tape - Clear Strong Waterproof Tape For Sealing Of Cartons Etc 48mm X 50m	5	EACH		
234.	Packaging Tape - Buff Brown Strong Waterproof Tape For Sealing Of Cartons Etc 48mm X 50m	5	EACH		
235.	SELLOTAPE 12MMX33M: CLEAR Pack of 12	20	PER PACK		
236.	CORRECTION PEN FINE METAL TIP 7ML Pack of 12	20	PER PACK		
237.	Rubber Bands NO.38 - Bag 100g	20	PER 100G BAG		
238.	Jumbo Highlighters - Pack of 10 Fluorescent/Assorted colours Fade-resistant Fax proof	20	PER PACK		
239.	PERMANENT MARKER BLACK: ARTLINE 700 (BOX OF 10)	20	PER BOX		
240.	PERMANENT MARKER BLACK: ARTLINE 90 (BOX OF 10)	20	PER BOX		
241.	PERMANENT MARKER BLACK: ARTLINE 70 (BOX OF 10)	20	PER BOX		
242.	Note Books Wire Bound A5 Side Bound 100 Pages Feint Ruled	105	EACH		
243.	Plastic Flip File A4 Plastic Transparent A4 Flip File Display Binder Sleeves 20 Pocket	50	EACH		
244.	Plastic Flip File A4 Plastic Transparent A4 Flip File Display Binder Sleeves 30 Pocket	50	EACH		
245.	BRIGHT PROJECT BOARD: Assorted A3 bright colours board pad - 180gsm, 20 sheets, 5 colours 	1	EACH		
246.	Bright Board Manilla Folders 180gsm Foolscap Buff Pack 100 	4	PER PACK		
247.	A4 Clipboard Masonite. Size: 355 x 230 x 3mm 	6	EACH		
248.	Jumbo Highlighters - Pack of 6 Fluorescent colours Fade-resistant	6	PER PACK		

	Fax proof				
249.	A4 80G BUTTERFLY OR EQUIVALENT PINK PASTEL PRINTING PAPER (500), 5 REAMS PER BOX. 	10	PER BOX		
250.	Black Pen - Box of 12 Ink gel Or Similar	20	PER BOX		
251.	A4 180 MICRON PVC CARRY FOLDER WITH STUD, VARIOUS COLOURS. 	50	EACH		
252.	C150 Pro Comb Bind Binding Machine Binding Capacity: 450 Sheets (80gsm). Punch Capacity: 20 Sheets (80gsm). Comb Type: Plastic Comb. Special Features: Solid Metal Construction.	1	EACH		
253.	Folding Clipboard PVC laminated onto heavy-duty board Heavy-duty metal clip Hanging hole Various Colours	10	EACH		
254.	A5 Side Spiral Notebook – 140 Pages	30	EACH		

NB: Stellenbosch Municipality reserve the right to downward adjust the scope of work/ quantity required to stay within its budget, R200 000 threshold applicable.

Note: All cost must be included in price, and prices must be firm for the duration of the project within the above-mentioned threshold.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- Does offer comply with specification? *YES/NO
- If not to specification, indicate deviation(s)
- Is price firm for duration of contract *YES/NO
- Period required for service delivery



VALUE ADDED TAX

The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

The VAT registration number of the Stellenbosch Municipality is 4700102181



Does your offer comply with these specifications? - Indicate YES or NO

1.1 Bidder's declaration

I, _____ (bidder's name) representative of _____ (company name) hereby confirm reading and understanding above mentioned requirements of this tender and is in full agreement with these terms and conditions.

Signature: _____

Date: _____

RIGHTS OF THE MUNICIPALITY

The Municipality reserves the right to accept any quote or part thereof and may adjust the extent of the job.

The approved bidder must sign an indemnity form to accept the responsibility for any damages, loss of life, injuries or loss caused by his/their action to any municipal property, equipment or accessories. All insurances to cover the above mentioned, are for the contractors account. Successful contractors will indemnify the municipality against any claim that may arise from their operations.

Disclaimer: I hereby exempt Stellenbosch Municipality against any claim(s) for damages that may arise in the execution of thus formal quotation/tender/quotations in accordance with the Occupational Health and Safety (OHS) Act and its associated regulations.

Signed:

Date:

I, the undersigned, for and on behalf of the bidder, hereby confirm that I/we understand the information as stated above and that I/we will comply with all of the above.

.....

Name (print)

.....

Signature

.....

Capacity

.....

Date

In the event of any deviation from the minimum specifications, the bidder must attach details thereof to this bid document.



CHECK LIST FOR COMPLETENESS OF BID DOCUMENT

The bidder is required to complete the following checklist in order to ensure that the necessary documentation, as required, is attached to this bid document and that all declarations are signed by the bidder:

(*Mark with "X" where applicable)

Items to be checked	Yes	No	Comments
1. Completed and signed MBD 1			
2. Authority to sign bid			
3. Completed the pricing schedule (MBD 3.1)			
4. Completed and signed declaration of interest (MBD 4)			
5. Completed and signed declaration in order to claim preference points (MBD 6.1) and copy of the B-BBEE Certificate issued by a Verification Agency accredited by SANAS or the original Sworn Affidavit must be attached (NB! BBBEE CERTIFICATES CAN BE VERIFIED WITH THE VERIFICATION AGENCY BUT A SWORN AFFIDAVIT MUST BE AN ORIGINAL AND NOT A COPY TO BE ELIGIBLE FOR BBBEE POINTS)			
6. Completed and signed declaration of bidder's past supply chain management practices (MBD 8)			
7. Completed and signed certificate of independent bid determination (MBD 9)			
8. Completed and signed certificate for municipal services and payments to service providers and attached a copy of your municipal account which is not older than 90 days			
9. Signed declaration for understanding and complying with technical specifications			
10. Bidder to initial every page of this bid document			

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....CERTIFY THAT THE INFORMATION FURNISHED ON THIS CHECK LIST IS TRUE AND CORRECT.

.....
Name (print)

.....
Signature

.....
Position

.....
Date