



**INVITATION TO SUPPLY AND DELIVERY OF STATIONARY  
ITEMS TO SKUKUZA WAREHOUSE IN KRUGER NATIONAL  
PARK FOR THE PERIOD OF ONE YEAR (01 YEAR)**

<b>RFQ Number</b>	317777
<b>Advert Date</b>	17/06/2022
<b>Issuer</b>	South African National Parks
<b>Closing date and time</b>	Date: 27/06/2022 Time: 16:00pm
<b>Submission Email</b>	All RFQs must be submitted to <a href="mailto:hazel.matsane@sanparks.org">hazel.matsane@sanparks.org</a>

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

**PART A  
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN NATIONAL PARKS				
<b>BID NUMBER:</b>	RFQ NO: 317777	<b>CLOSING DATE:</b>	27/06/2022	<b>CLOSING TIME:</b> 16:00pm
<b>DESCRIPTION</b>	SUPPLY AND DELIVERY OF SUPPLY AND DELIVERY OF STATIONARY ITEMS TO THE SKUKUZA WAREHOUSE IN KRUGER NATIONAL PARK FOR THE PERIOD OF ONE YEAR			
BID RESPONSE DOCUMENTS MAY BE SENT BY EMAIL TO : (EMAIL)				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:	
CONTACT PERSON	<b>George Mashaba</b>		CONTACT PERSON	<b>George Mashaba</b>
TELEPHONE NUMBER	<b>013 735 4010</b>		TELEPHONE NUMBER	013 735 4010
E-MAIL ADDRESS	<a href="mailto:george.Mashaba@sanparks.org">george.Mashaba@sanparks.org</a>		E-MAIL ADDRESS	<a href="mailto:george.Mashaba@sanparks.org">george.Mashaba@sanparks.org</a>
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[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]				

<p>2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER PART B:3 ]</p>
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**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  
 NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?  
 YES  NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  
 YES  NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  
 YES  NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  
 YES  NO

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**

**PART B**  
**TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b></p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7) AND/OR AN SLA.</b></p>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
<p>2.3 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.4 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.</p> <p>2.5 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.6 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.7 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.8 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.9 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”</p>

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

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

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

DATE: .....

***Bidders are not allowed to contact any other SANParks staff in the context of this tender other than the indicated officials under SBD 1 above or as mentioned under “correspondences”.***

<b>Briefing Session [compulsory/non- compulsory]</b>	n/a	
<b>Bid Validity</b>	<b>Validity Period From Date Of Closure:</b>	<b>90 Days</b>

## **CORRESPONDENCES - Queries**

Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB document, please refer queries, in writing, to the contact person(s) listed above in SBD 1 or below. Under no circumstances may any other employee within SANParks be approached for any information. SANParks reserves the right to place responses to such queries on the website.

**Any queries regarding the bidding procedure may be directed to:**

**Department:** Supply Chain Management  
**Contact Person:** MR. George Mashaba  
**Tel:** 013 735 4010  
**E-mail address:** [george.Mashaba@sanparks.org](mailto:george.Mashaba@sanparks.org)

## **CONDITIONS AND INSTRUCTION TO THE BIDDER**

- a) The Bid forms should not be retyped or redrafted but photocopies may be prepared and used.
- b) Only documents completed in black ink will be accepted. (Black ink should be used when completing Bid documents).
- c) Bidders should check the numbers of the pages to satisfy themselves that none is missing or duplicated. SANParks will accept NO liability in regard to anything arising from the fact that pages are missing or duplicated.

- d) Counter Conditions: SANParks draws bidders' attention that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidation of such bids.
- e) Response preparation costs: SANParks is NOT liable for any costs incurred by a bidder in the process of responding to this Bid Invitation, including on-site presentations.
- f) Cancellation prior to awarding: SANParks reserves the right to withdraw and cancel the Bid Invitation prior to making an award. The cancellation grounds include insufficient funds, where the award price is outside of the objective determined fair market-related price range or any process impropriety.
- g) Collusion, Fraud and corruption: Any effort by Bidder/s to influence evaluation, comparisons, or award decisions in any manner will result in the rejection and disqualification of the bidder concerned.
- h) Fronting: SANParks, in ensuring that bidders conduct themselves in an honest manner will, as part of the bid evaluation processes where applicable, conduct or initiate the necessary enquiries/investigations to determine the accuracy of the representation made in the bid documents. Should SANParks establish any of the fronting indicators as contained in the Department of Trade and Industry's "Guidelines on Complex Structures and Transactions and Fronting" during such inquiry/investigation, the onus is on the bidder to prove that fronting does not exist? Failure to do so within a period of 7 days from date of notification will invalidate the bid/contract and may also result in the restriction of the bidder to conduct business with the public sector for a period not exceeding 10 years, in addition to any other remedies SANParks may have against the bidder concerned.

**NB: BIDDERS TERMS AND CONDITIONS ARE NOT ACCEPTABLE.**

**INTENTION TO SELL**

Is the bidder in the process of selling the bidding company?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the bidder have any intension of selling the bidding company within the next 12 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does the bidder have any intension of selling the bidding company within the next 12 months to 60 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO

SANParks reserves the right not to award to any bidder who answers any of the questions above “yes” should the bidder be the overall highest points scorer. However the decision not to award will be on a case by case basis

## **DISCLAIMERS**

SANParks has produced this document in good faith. SANParks, its agents, and its employees and associates do not warrant its accuracy or completeness. To the extent that SANParks is permitted by law, SANParks will not be liable for any claim whatsoever and how so ever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this document due to any misinterpretation of this document. SANParks makes no representation, warranty, assurance, guarantee or endorsements to any provider/bidder concerning the document, whether with regard to its accuracy, completeness or otherwise and SANParks shall have no liability towards the responding service providers or any other party in connection therewith.

**NB: Important Notice:** *Bidders are to be aware of scammers who pose as SANParks employees selling bid documents or offering monetary gratuity in exchange for information or awarding of bids.*

*SANParks is in no way selling the bid document, all documents shall be found on the SANParks website and eTender Portal and awarded bids are notified through the website under “bids awarded” and SANParks shall never ask any bidder for monetary gratuity in exchange for information or manipulating outcome of bids.*

## **BID DOCUMENTS**

## RETURNABLE DOCUMENTS - COMPLIANCE AND GOVERNANCE

### VERIFICATION DOCUMENTS (Standard Bidding Documents)

The verification during this stage is to review bid responses for purposes of assessing compliance with RFB requirements, whereby a bidder may be disqualified if they do not fully comply, which requirements include the following:	
Invitation to Bid (SBD 1) must be fully completed and signed.	
Submission of fully completed Pricing Schedule [SBD 3.1/3.2/3.3]	
Submission of fully completed SBD 4 (Bidder's disclosure).	
Submission of fully completed SBD 6.1 (Preference Claim Certificate), accompanied by the original or certified B-BBEE Status Level Verification Certificate or B-BBEE Sworn Affidavit.	
Submission of fully completed SBD 8 (Declaration of Bidders Past SCM Practice).	
Submission of fully completed SBD 9 (Certificate of Independent Bid Determination).	

### CENTRAL SUPPLIER DATABASE – MANDATORY COMPLIANCE

Bidders are required to be registered on the Central Supplier Database (CSD) of National Treasury. Failure to submit the requested information may lead to disqualification. (Please provide proof of registration on the Central Supplier Database).

### PROTECTION OF PERSONAL INFORMATION ACT, 4 of 2013 (POPIA)

SANParks adheres to the Protection of Personal Information Act, 4 of 2013 (POPIA) requirements regarding personal information which came into effect 1 July 2021.

As SANParks, we are committed to protecting your privacy and ensuring that personal information collected is used properly, lawfully and transparently.

## THE BIDDING SELECTION PROCESS

### Evaluation phases

#### Phase 1: Mandatory evaluation criteria

The bidder must indicate its compliance / non-compliance to the requirements and should substantiate its response with supporting evidence. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

Failure to comply with Mandatory Requirements may lead to the bidder being disqualified, and not considered for further evaluation on the Price and Preference requirements.

Description of requirement	Indicate COMPLY/NOT COMPLY	Comment or reference to proposal
<b>GENERAL</b>		
Is the bidder registered on CSD?		
Did the bidder submit a valid Tax clearance certificate or verification certificate with pin code?		
Bidder must be from the following geographical areas (proof in a form of lease agreement, statements, municipality bills, letter from tribal authority only will be acceptable)  <b>Bidders must be from the following geographical areas – Ba- Phalaborwa Municipality, Greater Tzaneen Municipality, Giyani Municipality, Thulamela Municipality, Makhado Municipality and Collins Chabane Municipality.</b>		

**TERMS OF REFERENCE – APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF SUPPLY AND DELIVERY OF STATIONARY ITEMS TO THE SKUKUZA WAREHOUSE IN KRUGER NATIONAL PARK FOR THE PERIOD OF ONE YEAR**

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**INTRODUCTION TO SANPARKS**

SANParks was initially established in terms of the now repealed National Parks Act, 57 of 1976 and continue to exist in terms of the National Environmental Management: Protected Areas Act, 57 of 2003; with the mandate to conserve; protect; control; and manage national parks and other defined protected areas and their biological diversity (Biodiversity). As a public entity, SANParks is also governed by the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and it is listed as Schedule 3 Part A: 25 public entity.

Our vision is to have a world class system of sustainable National Parks reconnecting and inspiring society.

Our mandate is to deliver of Conservation Mandate by Excelling in the Management of a National Park System

Our mission is to develop, expand, manage and promote a system of sustainable national parks that represents biodiversity and heritage assets, through innovation and best practice for the just and equitable benefit of current and future generations.

The Parks under the management of SANParks are divided into 6 regions:

Region	Regional Office	Parks managed
Arid	Upington	Kgalagadi, Augrabies, Richtersveld, Namaqua, Mokala
Cape	Cape Town	Table Mountain, Agulhas, West Coast, Tankwa Karoo, Bontebok
Garden Route	Knysna	Stormsriver Mouth (Tsitsikamma), Knysna Forests, Wilderness, Knysna Estuary
Frontier	Port Elizabeth	Addo, Camdeboo, Mountain Zebra, Karoo
North	Pretoria, Head Office	Golden Gate, Marakele, Mapungubwe,
Kruger National Park	Skukuza	35 Various Camps
Administrative		Groenkloof (Head Office) Kimberley, Graspan, Vaalbos

Furthermore, SANParks oversees the management of the parks and provide strategic guidance and support from its Head Office in Pretoria.

## **BUSINESS UNIT RESPONSIBLE FOR THE BID**

Supply Chain management

## **CONTEXT OF THIS PROCUREMENT**

Provision of stationery as and when required

## **CONTRACT PERIOD**

One year

## **DETAILED PRICING – SBD 3.1 (Firm Unit prices) REFER TO ANNEXURE 1 FOR PRICING SHEET**

Pricing Schedule for the Duration of the Contract is firm price

Bidders are required to provide a detailed and comprehensive price proposal i.e. all costs associated the bidder's proposal must be clearly specified and included in the Total Bid Price.

**TOTAL BID PRICE (VAT Inclusive): R.....**

((Please note that all prices quoted should be **inclusive** of Value Added Tax (VAT) and Price fluctuations (including exchange rates) for the duration of the contract. Where applicable the price should include Supply, Delivery, Maintenance and any other costs relating to this bid. Furthermore such prices should be presented in South African Rand (ZAR).

# ANNEXURE A – STANDARD BIDDING DOCUMENTS

SBD 4

## 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.

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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.



### 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 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

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<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.

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND ASSOCIATED REGULATIONS**

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

**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 POLICY FRAMEWORK ACT, 2000 AND ASSOCIATED REGULATIONS.**

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**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** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) The value of this bid is estimated to **exceed** R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable (*delete whichever is not applicable for this tender*).

**1.3** Points for this bid shall be awarded for:

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

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

Or;

	POINTS
PRICE	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

*(delete whichever is not applicable for this tender).*

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 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) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“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;
- (i) **“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;
- (j) **“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. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)
 \end{array}$$

Where

- $P_s$  = Points scored for price of bid under consideration
- $P_t$  = Price of bid under consideration
- $P_{\min}$  = Price of lowest acceptable bid

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

**4.1** In terms of Paragraph 2 (1) of the Preferential Procurement Policy Framework Act, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points (90/10 system)</b>	<b>Number of points (80/20 system)</b>
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

**5.1** Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PPPFA,2000**

**6.1** B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of Paragraph 6.1 must be in accordance with the table reflected in Paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

**7.1** Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES		NO	
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**7.1.1** 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	
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**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

**8.1** Name of Company/Firm:.....

**8.2** VAT Registration Number:.....

**8.3** Company Registration Number:.....

**8.4 TYPE OF COMPANY/ FIRM**

Partnership/Joint Venture / Consortium

One person business/sole propriety

- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....

.....

.....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

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

**8.8** 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 4.1 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 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.

**DECLARATION OF BIDDER'S PAST SCM PRACTICES (SBD 8)**

<ul style="list-style-type: none"> <li>Is the Bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? If Yes, furnish particulars as an attached schedule:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>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)? If Yes, furnish particulars as an attached schedule:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years? If Yes, furnish particulars as an attached schedule:</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract? If Yes, furnish particulars as an attached schedule:</li> </ul>	Yes	No

The Database of Restricted Suppliers and Register for Tender Defaulters resides on the National Treasury's website ([www.treasury.gov.za](http://www.treasury.gov.za)) and can be accessed by clicking on its link at the bottom of the Home Page.

### CERTIFICATE OF INDEPENDENT BID DETERMINATION (SBD 9)

I, the undersigned, in submitting this Bid in response to the invitation for the Bid made by the SANParks, do hereby make the following statements that I certify to be true and complete in every respect:

<ul style="list-style-type: none"> <li>• I have read and I understand the contents of this Certificate;</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>• I understand that the Bid will be disqualified if this Certificate is found not to be true and complete in every respect;</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>• I am authorised by the Bidder to sign this Certificate, and to submit the Bid, on behalf of the Bidder;</li> </ul>	Yes	No
<ul style="list-style-type: none"> <li>• Each person whose signature appears on the Bid has been authorised by the Bidder to determine the terms of, and to sign, the Bid on behalf of the Bidder;</li> </ul>	Yes	No

For the purposes of this Certificate and the accompanying Bid, I understand that the word “competitor” shall include any individual or organisation, 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

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>3</sup> will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 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.

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.

The terms of this 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.

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

<sup>3</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.

**STANDARD BIDDING DOCUMENTS DECLARATION**

The following documents are deemed to form and be read and construed as part of this agreement even where integrated in this document:

Declaration of Interest (SBD4)
Preference points claimed (SBD6.1) – Original or certified copy of B-BBEE certificate or Sworn Affidavit
Declaration of Bidder’s past SCM practices (SBD8);
Certificate of Independent Bid Determination (SBD9)

**The obligation to complete, duly sign and submit these declarations included in this SBD declaration pack cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the legal entity.**

I declare that I have had no participation in any collusive practices with any Bidder or any other person regarding this or any other procurement. I certify that the information furnished in these declarations (SBD4, SBD6.1, SBD8, SBD9) is correct and I accept that SANParks may reject the Offer or act against me should these declarations prove to be false. I confirm that I am duly authorised to sign this SBD declaration pack nominated in writing by the Chief Executive Officer or Senior Member/Person with management responsibility (Close Corporation, Partnership or Individual).

<b>NAME (PRINT)</b>	
<b>CAPACITY</b>	
<b>SIGNATURE</b>	
<b>NAME OF FIRM</b>	
<b>DATE</b>	

**WITNESSES:**










**1** \_\_\_\_\_

**2** \_\_\_\_\_






**Date** \_\_\_\_\_

# Annexure 1:











# PRICING TEMPLATE










ITEMS PICTURES	DESCRIPTION	SIZE	UNIT	Unit cost
1. 	Adhesive (Glue) or equivalent	22g tube 43g tube	EA	
2. 	Band, Rubber or equivalent	12mm	BX	
3. 	Band, Rubber or equivalent	5mm	BX	
4. 	Binding Element Cover Unbind or equivalent	25mm	EA	
5. 	Binder, Loose Leaf Unbind or equivalent	6mm	EA	
6. 	Binding Element Cover Unbind or equivalent	12mm	EA	
7. 	Binding Element Cover Unbind or equivalent	18mm	EA	
8. 	Binding Element Cover Unbind or equivalent	20mm	EA	
9. 	Binding Element Cover Unbind or equivalent	3mm	EA	


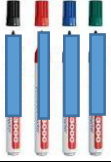







10.		Binding Element Cover Unibind or equivalent	4.5mm	EA	
11.		Binding Element Cover Unibind or equivalent	9mm	EA	
12.		Ring binder various colours	3mm	EA	
13.		Ring binder various colours	25mm	EA	
14.		Ring binder various colours	6mm	EA	
15.		Ring binder various colours	12mm	EA	
16.		Ring binder various colours	18mm	EA	
17.		Ring binder various colours	20mm	EA	
18.		Ring binder various colours	4.5mm	EA	
19.		Ring binder various colours	9mm	EA	









 <p>20.</p>	<p>Ring Binders A4 Create-a-Cover or equivalent</p>	<p>20mm</p>	<p>EA</p>	
 <p>21.</p>	<p>Frosted sheet binding covers (assorted colours)</p>	<p>A4</p>	<p>BX</p>	
 <p>22.</p>	<p>HI-gloss binding cover (assorted colours)</p>	<p>A4</p>	<p>BX</p>	
 <p>23.</p>	<p>Binding, Textile Ribbon Pink</p>	<p>20 MT</p>	<p>RL</p>	
 <p>24.</p>	<p>Binding, Textile Tape Green</p>	<p>20 MT</p>	<p>RL</p>	
 <p>25.</p>	<p>Book Note; Shorthand; A-5; Soft Cover or equivalent</p>	<p>A-5</p>	<p>EA</p>	
 <p>26.</p>	<p>Book Notebook; A4; Hard Cover; Spiral Wire Back or equivalent</p>	<p>A-4</p>	<p>BK</p>	

 <p>27.</p>	<p>Book notebook A4;hard cover; spiral wire top or equivalent</p>	<p>A4</p>	<p>BK</p>	
 <p>28.</p>	<p>Counter Book hardcover 96 page 1 Quire</p>	<p>A4</p>	<p>EA</p>	
 <p>29.</p>	<p>Box Filling</p>	<p>260x105x380m m</p>	<p>EA</p>	
 <p>30.</p>	<p>Filling pocket or equivalent</p>	<p>A4</p>	<p>EA</p>	
 <p>31.</p>	<p>Card Index A4 Various Colour PVC</p>	<p>A4 - Alphabetical</p>	<p>SE</p>	
 <p>32.</p>	<p>Card Index A4 Various Colour PVC</p>	<p>A4 - Numerical</p>	<p>SE</p>	
 <p>33.</p>	<p>Card Index A4 Various Colour PVC</p>	<p>A4 - Month</p>	<p>SE</p>	









 <p>34.</p>	Fastener, Paper	25mm	EA	
 <p>35.</p>	Fastener, Paper	38mm	EA	
 <p>36.</p>	Fastener, Paper	50mm	BX	
 <p>37.</p>	Fastener, Paper	76mm	BX	
 <p>38.</p>	Fastener, Paper	33mm	BX	
 <p>39.</p>	Fastener, Paper Indian Tag or equivalent	76mm	BX	
 <p>40.</p>	Fastener, Paper Stl, boat shapen paperclip or equivalent	25mm 50mm 77mm	BX	
 <p>41.</p>	File fasteners or equivalent	80mm	BX	
 <p>42.</p>	File Lever Arch; Two Ring	70mm	EA	
 <p>43.</p>	File Lever Arch; Two Ring with pocket	70mm	EA	

 <p>44.</p>	<p>File; Hanging; Single various colours Style A or equivalent</p>	<p>W69</p>	<p>PK</p>	
 <p>45.</p>	<p>Accessible file</p>	<p>A4</p>	<p>EA</p>	
 <p>46.</p>	<p>Finger Pad Size</p>	<p>00</p>	<p>EA</p>	
 <p>47.</p>	<p>Finger Pad Size</p>	<p>0</p>	<p>EA</p>	
 <p>48.</p>	<p>Finger Pad Size</p>	<p>1</p>	<p>EA</p>	
 <p>49.</p>	<p>Finger Pad Size</p>	<p>2</p>	<p>EA</p>	
 <p>50.</p>	<p>Finger Pad Size</p>	<p>3</p>	<p>EA</p>	
 <p>51.</p>	<p>Finger Pad Size</p>	<p>4</p>	<p>EA</p>	
 <p>52.</p>	<p>Ink, Endorsement Black or equivalent</p>	<p>30ml</p>	<p>EA</p>	

<p>53.</p> 	<p>Ink, Endorsement Red or equivalent</p>	<p>30ml</p>	<p>EA</p>	
<p>54.</p> 	<p>Marker Green; Medium Bullet TP or equivalent</p>	<p>3mm</p>	<p>EA</p>	
<p>55.</p> 	<p>Marker Permanent Black bullet or equivalent</p>	<p>1.5mm</p>	<p>TB</p>	
<p>56.</p> 	<p>Marker Permanent Red Felt or equivalent</p>	<p>1.5mm</p>	<p>EA</p>	
<p>57.</p> 	<p>Marker Permanent; Chisel Point Red or equivalent</p>	<p>1.5mm</p>	<p>EA</p>	
<p>58.</p> 	<p>Marker Permanent; Flat Point Black or equivalent</p>	<p>1.5mm</p>	<p>EA</p>	
<p>59.</p> 	<p>Marker Wander Khokhi Black or equivalent</p>	<p>1.5mm</p>	<p>EA</p>	
<p>60.</p> 	<p>Marker Whiteboard Black Felt Bullet style or equivalent</p>	<p>1.5mm</p>	<p>EA</p>	
<p>61.</p> 	<p>Marker Whiteboard Blue Felt bullet style or equivalent</p>	<p>1.5mm</p>	<p>EA</p>	

<p>62.</p> 	<p>Marker Whiteboard Orange Bullet style or equivalent</p>	<p>1.5mm</p>	<p>PK</p>	
<p>63.</p> 	<p>Marker Whiteboard Red Felt Bullet style or equivalent</p>	<p>1.5mm</p>	<p>EA</p>	
<p>64.</p> 	<p>White board cleaning fluid or equivalent</p>	<p>237ml</p>	<p>EA</p>	
<p>65.</p> 	<p>Message Post it Pad or equivalent</p>	<p>37.5x50mm</p>	<p>PK</p>	
<p>66.</p> 	<p>Message Post it Pad or equivalent</p>	<p>70mmx75mm</p>	<p>EA</p>	
<p>67.</p> 	<p>Message Post it Pad or equivalent</p>	<p>75mmx105mm</p>	<p>PD</p>	
<p>68.</p> 	<p>Post-it notes colours Neon cube or equivalent</p>	<p>73mmx73mm</p>	<p>EA</p>	
<p>69.</p> 	<p>Memo cubs refill or equivalent</p>	<p>90x90x90mm</p>	<p>EA</p>	









 <p>70.</p>	<p>memo cubes( with paper) ½ cube 400(Assorted) or equivalent</p>	<p>800x80gm</p>	<p>EA</p>	
 <p>71.</p>	<p>Sign here- Assorted flags or equivalent</p>	<p>45x12mm</p>	<p>PK</p>	
 <p>72.</p>	<p>Post It Tape Flags Blue or equivalent</p>	<p>25,4mmx43.2m m</p>	<p>EA</p>	
 <p>73.</p>	<p>Post It Tape Flags Green or equivalent</p>	<p>25,4mmx43.2m m</p>	<p>EA</p>	
 <p>74.</p>	<p>Post It Tape Flags Orange or equivalent</p>	<p>25,4mmx43.2m m</p>	<p>EA</p>	
 <p>75.</p>	<p>Post It Tape Flags White or equivalent</p>	<p>25,4mmx43.2m m</p>	<p>EA</p>	
 <p>76.</p>	<p>Post It Tape Flags pink or equivalent</p>	<p>25,4mmx43.2m m</p>	<p>EA</p>	
 <p>77.</p>	<p>Post It Tape Flags purple or equivalent</p>	<p>25,4mmx43.2m m</p>	<p>EA</p>	
 <p>78.</p>	<p>Post It Tape Flags yellow or equivalent</p>	<p>25,4mmx43.2m m</p>	<p>EA</p>	










<p>79.</p> 	<p><a href="#">Bic Cristal Fine Ballpoint Pen</a> (Fine Point) (Black, Blue and Red)</p>	<p>0.8 mm</p>	<p>BX</p>	
<p>80.</p> 	<p>Pen ballpoint big all colours or equivalent</p>	<p>0.7</p>	<p>EA</p>	
<p>81.</p> 	<p>Pen Highlighter Blue or equivalent</p>		<p>EA</p>	
<p>82.</p> 	<p>Pen Highlighter Green or equivalent</p>		<p>EA</p>	
<p>83.</p> 	<p>Pen Highlighter Orange or equivalent</p>		<p>EA</p>	
<p>84.</p> 	<p>Pen Highlighter Pink or equivalent</p>		<p>EA</p>	
<p>85.</p> 	<p>Pen Highlighter Purple or equivalent</p>		<p>EA</p>	
<p>86.</p> 	<p>Pen Highlighter Yellow or equivalent</p>		<p>EA</p>	







87.		Pencil Black; HB or equivalent	HB grade	EA	
88.		Lead, Pencil HB or equivalent	0.5mm 0.7mm	EA	
89.		Pencil clutch or equivalent	0.7/0.5mm	EA	
90.		Sharpener, Pencil	510 20/510 10	EA	
91.		Desk sharpener		EA	
92.		Eraser Pencil or equivalent	34.9mmx25.4m m	EA	
93.		Punch, Paper 2-Hole; Paper Adjuster	5.5mm	EA	
94.		Punch, Paper 4 Hole	V412	EA	
95.		Punch; Paper 1 Hole	Slp154	EA	
96.		Heavy duty 2 hole punch metal	T 60 hd	EA	








97.		Remover, Staples	Tsr 65	EA	
98.		Rexel extract-it staple remover or equivalent	Rx03001	EA	
99.		Heavy duty staple remover or equivalent	23/24	EA	
100.		Ruler, Plastic or equivalent	30cm	EA	
101.		Scissors or equivalent	153mm	EA	
102.		Paper desktop stapler(full strip)	25sheet	EA	
103.		Stapler	76mm	EA	
104.		Stapler Rexel Gaint or equivalent	240 sheet heavy duty	EA	
105.		Staples or equivalent	14.0	EA	



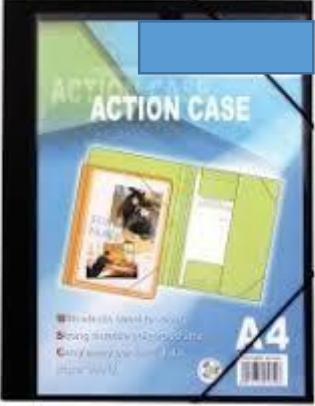

106.		Staples Paper Fastening or equivalent	6mm;26/6	EA	
107.		Stationary tape 24mmx33m	12mmx33m	EA	
108.		Tape Packaging Buff 50mm	48x50mm	EA	
109.		Verbatim CD or equivalent	50 cd spindle	BX	
110.		CD-RW or equivalent	50 cd spindle	BX	
111.		Verbatim DVD-R or equivalent	50 cd spindle	PK	
112.		Fellow CD paper envelopes or equivalent	100mm	PK	
113.		Laminator pouches or equivalent	A4 A3 250 micron	BX	

<p>114.</p> 	<p>Drawing Pin or equivalent</p>	<p>11mm</p>	<p>BX</p>	
<p>115.</p> 	<p>Nalclip dispenser and clip or equivalent</p>	<p>CL19150</p>	<p>BX</p>	
<p>116.</p> 	<p>Nalclips or equivalent</p>	<p>4.8</p>	<p>BX</p>	
<p>117.</p> 	<p>Bulldog Clip</p>	<p>50mm</p>	<p>BX</p>	
<p>118.</p> 	<p>Bulldog Clip</p>	<p>22mm</p>	<p>BX</p>	
<p>119.</p> 	<p>Bulldog Clip</p>	<p>32mm</p>	<p>BX</p>	
<p>120.</p> 	<p>Bulldog Clip</p>	<p>40mm</p>	<p>BX</p>	
<p>121.</p> 	<p>Bulldog Clip</p>	<p>75mm</p>	<p>BX</p>	



 122.	Bulldog Clip	63mm	BX	
 	Foldback clips	32mm	BOX	
 123.	Foldback clips	15mm	BOX	
 124.	Foldback clips	19mm	BOX	
 125.	Foldback clips	25mm	BOX	
 126.	Foldback clips	41mm	BOX	
 127.	Foldback clips	51mm	BOX	
 128.	Quotation folder various colour		EA	
 129.	Folders various colours	192gsm 14x9x9	PK	
130.	USB	4 GB 8 GB	EA	





 <p>131.</p>	Slide binders	3-6mm and 9-12	EA	
 <p>132.</p>	Envelopes with window, white	80 gsm 110mm x 220mm	BX	
 <p>133.</p>	Bostik prestik or equivalent	100g	EA	
 <p>134.</p>	Glue Tape or equivalent		EA	
<p>135.</p>	file dividers (plain with multi colours)			
 <p>136.</p>	Basic calculators or equivalent			
 <p>137.</p>	A6 hard cover 140 page feint margin books or equivalent	A6 144Pages	Each	

<p>138.</p> 	<p>Fine Point Correction Pen or equivalent</p>	<p>7ml</p>	<p>EA</p>	
<p>139.</p> 	<p>Counter Book Hard Cover 2 Quire 192 Pages or equivalent</p>	<p>A4</p>	<p>EA</p>	
<p>140.</p> 	<p>AAA Duracell Batteries or equivalent</p>	<p>AAA</p>	<p>BX</p>	
<p>141.</p> 	<p>Manila envelopes</p>	<p>A4-324mm x 229mm</p>	<p>BX</p>	
<p>142.</p> 	<p>Manila envelopes or equivalent</p>	<p>A3-457mm x 330mm</p>	<p>BX</p>	
<p>143.</p> 	<p>Self-adhesive labels or equivalent</p>	<p>20mm x 75mm</p>		
<p>144.</p> 	<p>Self-adhesive labels or equivalent</p>	<p>50mm x 13mm</p>		

 <p>145.</p>	<p>White chalk or equivalent</p>		<p>BX</p>	
	<p>Clear self-adhesive clear cover or equivalent</p>	<p>25mm; and other sizes</p>	<p>Metres</p>	
	<p>Black plastic folder files with elastic band or equivalent</p>	<p>A4</p>	<p>EA</p>	
	<p>Desk tidy</p>		<p>EA</p>	

	<p>Neon colored pens (pink, green, yellow) or equivalent</p>		<p>EA</p>	
	<p>Flip files or equivalent</p>	<p>A4</p>	<p>EA</p>	
	<p>Flip chart holder/Stand or equivalent</p>	<p>AO</p>	<p>EA</p>	
	<p>Flip chart paper or equivalent</p>	<p>A1</p>		

	<p>Pencil Crayons (packs of 12) or equivalent</p>		<p>BX</p>	
	<p>Wax crayons (packs of 12 – 24) or equivalent</p>		<p>PACK</p>	
	<p>Primary coloured paper (packs of 100 sheets) or equivalent</p>	<p>A4</p>	<p>PACK</p>	
	<p>Primary coloured board (packs of 50 sheets) or equivalent</p>	<p>A4</p>	<p>PACK</p>	
	<p>Koki pens (packs 12) or equivalent</p>		<p>PACK</p>	

	<p>Blunt Nose/Safety scissors or equivalent</p>		<p>EA</p>	
	<p>Archival Boxes with lids</p>	<p>370mm x 305mm x 252mm</p>	<p>EA</p>	
	<p>Ponal Wood Glue / Alcloin Cold Glue (100 - 120ml) – either or equivalent</p>	<p>120ml</p>	<p>EA</p>	
	<p>Reeves Powder Paints (basic spectrum of colours) or equivalent</p>	<p>500g</p>	<p>EA</p>	
<p><b>TOTAL COST VAT INCLUSIVE</b></p>				

<b>ITEM DESCRIPTION</b>	<b>CLASS</b>
Pratley Putty X124 Gram	Stationery
Bostik Car Silicone Sealant	Stationery
Pliobond Tubes X 100 MI	Stationery
Clip Crocodile Bc-50	Stationery
Battery Acdelco # 2745-085	Stationery
Tape Scotch 33 19mm Black	stationery
Tape Scotch 35 19mm X Red	stationery
Tape Scotch 35 19mm Green	stationery
Tape Scotch 35 19mm Blue	stationery
Tape Scotch 35 19mm Yellow	stationery
Vinyl Packaging Tape Buff	stationery
Terylene Laundry Tape 5/8 Inch	Stationery
Verlore Goedere Etiketie Napa-	Stationery
Roetevorm (Algemeen) Napa B264	Stationery
Wassery Opgawe Boeke Napa-B249	Stationery
Filecovers Triple Folder Napa-	Stationery
File Index Sheets Napa-A-101	Stationery
Aanvraag Op Admin-Magasyn	Stationery
Aanvraag Direkte Aankope Napa-	Stationery
Taakkaart/job Card Napa-B-292	Stationery
Goods Returned For Credit	Stationery
Oorplasing/afskryf/terug-	Stationery
Tydstaat Vir Ambagsmanne	Stationery
Brandstofkoepons Napa-B-251	Stationery
Vehicle Tripsheet -155.5cm x22.5 cm(Hard cover)	Stationery

Route Form Trade-warehouse	Stationery
Roetevorm (Admin-Magasyn)	Stationery
One Quire Notebooks A4	Stationery
Two Quire Notebooks A4 (w531)	Stationery
Pen Carbon Book W12 (medium)	Stationery
Pen Carbon Book W 17 (large)	Stationery
Pen Carbon Book W11 (jd16)small	Stationery
Plastic Rulers 38cm	Stationery
Plastic Rulers 15cm	Stationery
Blue Marking Pencil	Stationery
Feint Ruled Paper Single Sheet	Stationery
Faint Ruled Paper Double Sheet	Stationery
Note Books Hard Cover 6-1/2x4	Stationery
Scribbling Pad 8x5 Inch A5	Stationery
Ball Point Pen Black Bic	Stationery
Ball Point Pen Red Bic Orange	Stationery
Hb Pencils Staedler	Stationery
Artline 90 High Performance	Stationery
Maruzen Markers Red Bottles	Stationery
Maruzen Markers Penc.type	Stationery
Maruzen Markers Penc.type Red	Stationery
Pen Carbon Paper Pelikan 205	Stationery
Staedtler Plastic Eraser 52650	Stationery
Desk Pads Executive A4	Stationery
Foolscap Paper Double	Stationery
Letter Heads Napa 218 A4	Stationery
Letter Head Inter Use Napa A55	Stationery
Round Magnet for Kudukop 200mm	Stationery
Black Carbon Ribbon Pelikan	Stationery

Paper White A4 210 X 297mm	Stationery
Envelopes 70 White 90x152 Mm	Stationery
Envelopes 70 Manilla 90x152 Mm	Stationery
Envelopes 70 White Window	Stationery
Envelopes 80 White 110x220(dl)	Stationery
Envelopes 90 White 176x250(b5)	Stationery
Envelopes 105 White	Stationery
Envelopes 80 Manilla	Stationery
Revenue Summary Envelopes Napa	Stationery
Envelopes 80 White Window	Stationery
Envelopes 120 Kraft 353x250 B4	Stationery
Envelopes Airmail 90x152	Stationery
Buff Tie On Labels Gangs Of 4	Stationery
Cellotape 12mm x 66mm	Stationery
Selfpiercing Paper Fasteners	Stationery
Selfpiercing Paper Fasteners	Stationery
Office String Code No 309	Stationery
Office String Code No 304	Stationery
Office Glue Bottles 250 Ml.	Stationery
Office Pins	Stationery
Paper Fasteners Gem Clips	Stationery
Pink Legal Tape (w296)	Stationery
Light Cardboard Sheets A4	Stationery
Pritt Glue Stick 18 Gram	Stationery
Rexel Stapels N0 56 (rexel)	Stationery
Stapler Rexel Aquarius	Stationery
Bulldog Clip 75 Mm	Stationery
Bulldog Clip 50 Mm	Stationery
Fold Back Clip 38mm	Stationery

Rubber Bands No 32	Stationery
Rubber Bands No 16	Stationery
Endorsing Ink Violet	Stationery
Endorsing Ink Red	Stationery
Drawing Pins	Stationery
Chalk White	Stationery
Chalk Coloured	Stationery
Stamp Pad (penquin)	Stationery
Tape 48mm X 50m Red Scotch Pvc	Stationery
Decal 200mm SANP Logo White	Stationery
String Tags 20 x 30 Size 23	Stationery
Thermal Print 1ply 80x83m	Stationery
Magic 6000 rolls(1Ply)	Stationery
Rope Nylon Braided 7mm	Stationery
Thermal rolls 57 x 40	Stationery
Thermal Till roll 80 x 80	Stationery
Stamp	Stationery
Double side tape	Stationery
Rainbow file sorter	Stationery
A4 Carbon Papers	Stationery
A4 Papers	Stationery