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Joburg Market (SOC) Ltd

Heidelberg Road
City Deep
Johannesburg
2049

PO Box 86007
City Deep,
Johannesburg
South Africa
2049

Tel +27(0) 11 992 8000
Fax +27(0) 11 613 7381
E-mail: info@joburgmarket.co.za

www.joburgmarket.co.za
www.joburg.org.za

REQUEST FOR QUOTATION NO - 4208918 - 2024/2025

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVERY OF STATIONERY

| |
|--|
| Issued by: |
| <p>The Joburg Market: Supply Chain Department</p> <p>P.O. Box 86007 Fortune Road City Deep Johannesburg 2049</p> <p>quotations@joburgmarket.co.za for enquires</p> |

Full name of bidding/tendering entity: _____

Contact Person: _____

Tel Number: _____

Contract Price (excl VAT): _____

Contract Price (incl. VAT): _____

Advert date: 10 November 2024

Closing date and time: 17 December 2024 @ 11H00

Submission: quotations@joburgmarket.co.za

Bidders to submit a quotation as per the scope of work

1. REQUEST DESCRIPTION

Appointment of a service provider to supply and delivery of stationery

2. SCOPE OF WORK

| No. | ITEM DESCRIPTION | SPECIFICATIONS | QUANTITY |
|-----|------------------------------|---|----------|
| 1. | A4 Coloured Paper | 80gsm, A4, Assorted Colours, 5 Reams per box | 5 |
| 2. | A3 White Paper | A3 80GSM Paper (5 Reams per box) | 5 |
| 3. | A5 Hardcover Manuscript Book | 192 Lined Pages | 100 |
| 4. | A6 Hardcover Notebook | 96 Page | 100 |
| 5. | A5 Short Hand Notebook | Feint - 144 Pages | 50 |
| 6. | Fine Ball Pens | Fine Point (0.8 Mm), Black, Box Of 60 | 20 |
| 7. | Fine Ball Pens | Fine Point (0.8 Mm), Blue, Box Of 60 | 10 |
| 8. | Fine Ball Pens | Fine Point (0.8 Mm), Green, Box Of 60 | 3 |
| 9. | Nalclip Gun/Magic Clipper | Nalclip Gun 6.4mm - No.1156 | 4 |
| 10. | Nalclip Clips | Nalclip 6.4mm Clips - Box of 50 | 6 |
| 11. | Bostic Prestik | 100g | 50 |
| 12. | Elastic Rubber Bands | Size 34, 100g | 200 |
| 13. | Erasers | 60mm X 20mm X 10mm Non-Toxic, Box Of 24 | 3 |
| 14. | Exam Pads | 80 Punched Sheets | 200 |
| 15. | Metal File Fasteners | Box Of 50 Sets | 20 |
| 16. | Lever Arch Storage Box | 5 Compartment | 20 |
| 17. | Flip File | A4 Pocket File Display Book 30-Pockets | 50 |
| 18. | HB Pencil | Pack Of 12 | 20 |
| 19. | Key Tags With Rings | Size 51 X 22mm, Pack Of 50 | 5 |
| 20. | Leather Board | SDS Leather Grain Board White A4 270gsm - Pack Of 50 | 50 |
| 21. | Arch Lever File | A4, Black Lever Arch Files | 500 |
| 22. | Arch Lever File Dust Cover | A4 | 50 |
| 23. | Mechanical Pencils | Box Of 10, Size 0.5mm | 10 |
| 24. | Highlighters Assorted | Assorted Colours, Hi Glo1-4mm, Fast Drying Ink, Box Of 10 | 200 |

| | | | |
|-----|-------------------------------|---|-----|
| 25. | Plastic Sleeves | A4 PVC Filing Pockets Sleeves 80 Micron - Pack Of 100 | 200 |
| 26. | Pop-Up Flags | Pack Of Assorted Colours Pop Up Flags 45x12mm | 200 |
| 27. | Glue Stick | 24x43g, Original Stick Transparent Glue | 5 |
| 28. | Refill Leads Tube | Super Hi-Polymer, 0.5mm, 2H, Black, 12 Leads / Tube | 100 |
| 29. | Rulers | Plastic Ruler 30cm | 100 |
| 30. | Sign Here Pop-Up Flags | 50 Flags per Pack | 200 |
| 31. | Staple Remover | Jaw Style Staple Remover | 50 |
| 32. | Sticky Notes | 76mm X 76mm, Pack Of 5 Assorted Colours | 200 |
| 33. | Brother Tape Cassette | Tape Cassette Laminated 9mm Black On White | 10 |
| 34. | Brother Tape Cassette | Tape Cassette Laminated 9mm Black On Red | 10 |
| 35. | Correction Fluid | Correction Fluid Bottle Fast Dry With Brush 20ml | 10 |
| 36. | Scissors | Tortoise Shell Handle (165mm)(1.5mm Blade) | 50 |
| 37. | Pencil Sharpeners | Two Holes Sharpeners (Box Of 12) | 3 |
| 38. | Whiteboard Eraser | 145 X 55mm | 5 |
| 39. | Gel Pens | Pilot, G2 Premium Gel Roller Pens, Bold Point 1 mm, box of 12, Black | 10 |
| 40. | Calculators | 12 digits, SDS 400 | 20 |
| 41. | Permanent markers | Fine tip, Black, Box of 10 | 100 |
| 42. | Paper clips, Silver, box | 78mm | 10 |
| | | 50mm | 20 |
| | | 33mm | 20 |
| 43. | Punch heavy duty | 2 holes, Heavy Duty Punch (150 Sheet) Punches & Punching Machines | 5 |
| 44. | Stapler heavy duty | 23/13mm, up to 100 sheets | 5 |
| 45. | Punch standard size | 2 holes paper punch | 20 |
| 46. | Standard size stapler | Size 26/6 | 100 |
| 47. | Correction fluid | Shake 'n' Squeeze, 8ml, Pack of 10 | 5 |
| 48. | Lever arch files | A4, black board, Box of 10 | 50 |
| 49. | Lever Arch File Plastic White | PVC 70mm, A4, Box of 10 | 20 |
| 50. | Quotation folders | Ref: TR 8830-30, Pack of 10 | 30 |
| 51. | Tidy files | 074011, Executive: Expanda File with Dispo Clip, GSM 301, 65mm, 25 per pack / 100 per box | 5 |
| 52. | Packaging Sellotape | Clear, 48mm x 50mm | 200 |

| | | | |
|-----|-------------------------------|--|-----|
| 53. | Document wallet | Material: Plastic. Style: Envelope. Sheet size:A4 | 100 |
| 54. | Clip boards | A4, Masonite, Heavy Duty, Brown, Box of 10 | 20 |
| 55. | File Dividers | 10 tabs, unprinted, Assorted colors | 100 |
| 56. | File Dividers | 10 tabs, unprinted, white | 100 |
| 57. | File Dividers | 1 – 31 | 100 |
| 58. | File Dividers | January – December | 50 |
| 59. | File Dividers | A – Z | 50 |
| 60. | Finger cones / Thimblettes | Colored Assorted, Rubber | 50 |
| 61. | Staples size 26/6 | Size 26/6, box of 5000 staples | 500 |
| 62. | Heavy Duty Staples size 23/13 | size 23/13, box of 1000 Pieces | 50 |
| 63. | Clock Cards | Weekly ref no. 6L/EX Pack of 5000 | 2 |
| 64. | Clock Cards | Monthly Time Record Card for OLYMPIA ET8600 GHERTZ EU-6900 EU-120, pack of 100 | 10 |
| 65. | Attendance Register Books | A4, Hard Cover, 104 pages | 20 |
| 66. | AA Batteries | Size AA | 50 |
| 67. | AAA Batteries | Size AAA | 100 |
| 68. | Ring Reinforces | Pack of 250 Vinyl Ring Reinforces for Punched Holes Reinforcement Washers File | 20 |
| 69. | A4 Counter Book | 2 Quire, 192 pages | 200 |
| 70. | Toner Cartridge 207A Black | Original LaserJet Toner, W2210A | 3 |
| 71. | Toner Cartridge 207A Cyan | Original LaserJet Toner, W2211A | 3 |
| 72. | Toner Cartridge 207A Magenta | Original LaserJet Toner, W2213A | 3 |

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder..... Bid Number.....

Closing Time Closing Date

OFFER TO BE VALID FOR _____ DAYS FROM THE CLOSING DATE OF BID

| No. | ITEM DESCRIPTION | SPECIFICATIONS | QUANTITY | UNIT PRICE | TOTAL PRICE |
|-----|------------------------------|--|----------|------------|-------------|
| 1. | A4 Coloured Paper | 80gsm, A4, Assorted Colours, 5 Reams per box | 5 | | |
| 2. | A3 White Paper | A3 80GSM Paper (5 Reams per box) | 5 | | |
| 3. | A5 Hardcover Manuscript Book | 192 Lined Pages | 100 | | |
| 4. | A6 Hardcover Notebook | 96 Page | 100 | | |
| 5. | A5 Short Hand Notebook | Feint - 144 Pages | 50 | | |
| 6. | Fine Ball Pens | Fine Point (0.8 Mm), Black, Box Of 60 | 20 | | |
| 7. | Fine Ball Pens | Fine Point (0.8 Mm), Blue, Box Of 60 | 10 | | |
| 8. | Fine Ball Pens | Fine Point (0.8 Mm), Green, Box Of 60 | 3 | | |
| 9. | Nalclip Gun/Magic Clipper | Nalclip Gun 6.4mm - No.1156 | 4 | | |
| 10 | Nalclip Clips | Nalclip 6.4mm Clips - Box of 50 | 6 | | |
| 11 | Bostic Prestik | 100g | 50 | | |
| 12 | Elastic Rubber Bands | Size 34, 100g | 200 | | |
| 13 | Erasers | 60mm X 20mm X 10mm Non-Toxic, Box Of 24 | 3 | | |
| 14 | Exam Pads | 80 Punched Sheets | 200 | | |
| 15 | Metal File Fasteners | Box Of 50 Sets | 20 | | |
| 16 | Lever Arch Storage Box | 5 Compartment | 20 | | |
| 17 | Flip File | A4 Pocket File Display Book 30-Pockets | 50 | | |
| 18 | HB Pencil | Pack Of 12 | 20 | | |
| 19 | Key Tags With Rings | Size 51 X 22mm, Pack Of 50 | 5 | | |

| | | | | | |
|----|--|--|-----|--|--|
| 20 | Leather Board | SDS Leather Grain Board White A4 270gsm - Pack Of 50 | 50 | | |
| 21 | Arch Lever File | A4, Black Lever Arch Files | 500 | | |
| 22 | Arch Lever File Dust Cover | A4 | 50 | | |
| 23 | Mechanical Pencils | Box Of 10, Size 0.5mm | 10 | | |
| 24 | Highlighters Assorted | Assorted Colours, Hi Glo1-4mm, Fast Drying Ink, Box Of 10 | 200 | | |
| 25 | Plastic Sleeves | A4 PVC Filing Pockets Sleeves 80 Micron - Pack Of 100 | 200 | | |
| 26 | Pop-Up Flags | Pack Of Assorted Colours Pop Up Flags 45x12mm | 200 | | |
| 27 | Glue Stick | 24x43g, Original Stick Transparent Glue | 5 | | |
| 28 | Refill Leads Tube | Super Hi-Polymer, 0.5mm, 2H, Black, 12 Leads / Tube | 100 | | |
| 29 | Rulers | Plastic Ruler 30cm | 100 | | |
| 30 | Sign Here Pop-Up Flags | 50 Flags per Pack | 200 | | |
| 31 | Staple Remover | Jaw Style Staple Remover | 50 | | |
| 32 | Sticky Notes | 76mm X 76mm, Pack Of 5 Assorted Colours | 200 | | |
| 33 | Brother Tape Cassette | Tape Cassette Laminated 9mm Black On White | 10 | | |
| 34 | Brother Tape Cassette | Tape Cassette Laminated 9mm Black On Red | 10 | | |
| 35 | Correction Fluid | Correction Fluid Bottle Fast Dry With Brush 20ml | 10 | | |
| 36 | Scissors | Tortoise Shell Handle (165mm)(1.5mm Blade) | 50 | | |
| 37 | Pencil Sharpeners | Two Holes Sharpeners (Box Of 12) | 3 | | |
| 38 | Whiteboard Eraser | 145 X 55mm | 5 | | |
| 39 | Gel Pens | Pilot, G2 Premium Gel Roller Pens, Bold Point 1 mm, box of 12, Black | 10 | | |
| 40 | Calculators | 12 digits, SDS 400 | 20 | | |
| 41 | Permanent markers | Fine tip, Black, Box of 10 | 100 | | |
| 42 | Paper clips, Silver, box | 78mm | 10 | | |
| 43 | | 50mm | 20 | | |
| 44 | Punch heavy duty Stapler heavy duty | 33mm | 20 | | |
| | | 2 holes, Heavy Duty Punch (150 Sheet) Punches & Punching Machines | 5 | | |
| | | 23/13mm, up to 100 sheets | 5 | | |

| | | | | | |
|----|-------------------------------|---|-----|--|--|
| 45 | Punch standard size | 2 holes paper punch | 20 | | |
| 46 | Standard size stapler | Size 26/6 | 100 | | |
| 47 | Correction fluid | Shake 'n' Squeeze, 8ml, Pack of 10 | 5 | | |
| 48 | Lever arch files | A4, black board, Box of 10 | 50 | | |
| 49 | Lever Arch File Plastic White | PVC 70mm, A4, Box of 10 | 20 | | |
| 50 | Quotation folders | Ref: TR 8830-30, Pack of 10 | 30 | | |
| 51 | Tidy files | 074011, Executive: Expanda File with Dispo Clip, GSM 301, 65mm, 25 per pack / 100 per box | 5 | | |
| 52 | Packaging Sellotape | Clear, 48mm x 50mm | 200 | | |
| 53 | Document wallet | Material: Plastic. Style: Envelope. Sheet size:A4 | 100 | | |
| 54 | Clip boards | A4, Masonite, Heavy Duty, Brown, Box of 10 | 20 | | |
| 55 | File Dividers | 10 tabs, unprinted, Assorted colors | 100 | | |
| 56 | File Dividers | 10 tabs, unprinted, white | 100 | | |
| 57 | File Dividers | 1 – 31 | 100 | | |
| 58 | File Dividers | January – December | 50 | | |
| 59 | File Dividers | A – Z | 50 | | |
| 60 | Finger cones / Thimblettes | Colored Assorted, Rubber | 50 | | |
| 61 | Staples size 26/6 | Size 26/6, box of 5000 staples | 500 | | |
| 62 | Heavy Duty Staples size 23/13 | size 23/13, box of 1000 Pieces | 50 | | |
| 63 | Clock Cards | Weekly ref no. 6L/EX Pack of 5000 | 2 | | |
| 64 | Clock Cards | Monthly Time Record Card for OLYMPIA ET8600 GHERTZ EU-6900 EU-120, pack of 100 | 10 | | |
| 65 | Attendance Register Books | A4, Hard Cover, 104 pages | 20 | | |
| 66 | AA Batteries | Size AA | 50 | | |
| 67 | AAA Batteries | Size AAA | 100 | | |
| 68 | Ring Reinforces | Pack of 250 Vinyl Ring Reinforces for Punched Holes Reinforcement Washers File | 20 | | |
| 69 | A4 Counter Book | 2 Quire, 192 pages | 200 | | |
| 70 | Toner Cartridge 207A Black | Original LaserJet Toner, W2210A | 3 | | |

| | | | | | |
|-----------------|---------------------------------|------------------------------------|---|--|--|
| 71 | Toner Cartridge 207A Cyan | Original LaserJet Toner, W2211A | 3 | | |
| 72 | Toner Cartridge 207A Magenta | Original LaserJet Toner, W2213A | 3 | | |
| Subtotal | | | | | |
| Vat | | | | | |
| Total | | | | | |

BID PRICE IN RSA CURRENCY(ALL APPLICABLE TAXES INCLUDED)**

- Does the offer comply with the specification(s)? *YES / NO
- If not to specification, indicate deviation(s)
- Period required for delivery
*Delivery: Firm / Not firm
- Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

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

*Delete if not applicable

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.

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) a 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.

3.9 Have you been in the service of the state for the past twelve months?

| | |
|-----|----|
| YES | NO |
|-----|----|

3.9.1.If yes, furnish particulars.....

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 director’s 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 (If employed by the state)

| Full Name | Identity Number | State Employee Number (If employed by the state) |
|-----------|-----------------|--|
| | | |
| | | |
| | | |
| | | |

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- 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).

a) The applicable preference point system for this tender is the 80/20 preference point system.

1.2 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

The maximum points for this tender are allocated as follows:

| | POINTS |
|--|---------------|
| PRICE | 80 |
| SPECIFIC GOALS | 20 |
| Total points for Price and SPECIFIC GOALS | 100 |

1.3 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.4 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} - \frac{\mathbf{Pt} - \mathbf{Pmin}}{\mathbf{Pmin}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps} = \mathbf{80} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right) & \mathbf{or} & \mathbf{Ps} = \mathbf{90} \left(\mathbf{1} + \frac{\mathbf{Pt} - \mathbf{Pmax}}{\mathbf{Pmax}} \right)
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

| The specific goals allocated points in terms of this tender | Means of verification Evidence must be provided to claim points | Number of points allocated (80/20 system) | Number of points allocated (80/20 system) (To be completed by the bidder) |
|---|---|--|--|
| SMME's An EME OR QSE) | CSD, B-BBEE Certificate/ Affidavit Sworn under oath | 10 | |
| Enterprises located within the City of Johannesburg Metropolitan Municipality | CSD Proof of municipal account/ lease agreement | 10 | |

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium

- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I 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 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering 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 tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted 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 if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....