



## REQUEST FOR QUOTE (RFQ)

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVERY STATIONERY AT ATNS WONDERBOOM AIRPORT, LANSERIA INTERNATIONAL AIRPORT AND RAND AIRPORT TOWERS FOR A PERIOD OF 12 MONTHS AS AND WHEN REQUIRED.**

<b>Date:</b>	<b>07 December 2022</b>
<b>RFQ Number</b>	<b>ATNS/FAWB/FALA/FAGM/RFQ116/07/12/2022/2023 Stationery</b>
<b>Closing Date and Time:</b>	<b>15 December 2022</b>
<b>Time:</b>	<b>14h00 CAT</b>
<b>Description of Goods/Service:</b>	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVERY REFRESHMENTS AT ATNS WONDERBOOM AIRPORT, LANSERIA INTERNATIONAL AIRPORT AND RAND AIRPORT TOWERS FOR A PERIOD OF 12 MONTHS AS AND WHEN REQUIRED.
<b>Expected delivery date</b>	<b>TBC to the appointed bidder.</b>
<b>Validity Period</b>	<b>90 days from the closing date</b>
<b>Returnable Documents:</b>	<ol style="list-style-type: none"> <li>1. B-BBEE Certificate</li> <li>2. Tax Pin</li> <li>3. CSD Report</li> <li>4. Banking Details with bank stamp</li> <li>5. ID copies of members/directors</li> <li>6. CK Documents</li> <li>7. Pricing Schedule/Quotation</li> <li>8. Signed and completed SBD Forms</li> </ol>
<b>Mandatory Returnable Documents</b>	<ol style="list-style-type: none"> <li>1. Provide three (3) letters of proof of Previous Relevant experience on Stationery supply and delivering services. References must be in a form of a signed letters on a client's business letterhead stating the scope and description of the services rendered, with contactable references, contract duration, with contact name,</li> </ol>



	Contact number and position of the referee. Reference letters must not be older than 5 years by closing date of this RFQ.
<b>Non Compulsory Briefing Session:</b>	N/A
<b>Procurement Officer:</b>	<b>Thoko Phukubye</b>
<b>Quotation Delivery Address:</b>	<a href="mailto:rfqs@atns.co.za">rfqs@atns.co.za</a>
<b>Enquiries :</b>	<a href="mailto:thokop@atns.co.za">thokop@atns.co.za</a>
<p>The ATNS requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete / missing documentations will invalidate the quotation submitted. Suppliers which are not registered on the government central supplier database will not be considered. ATNS is not obliged to accept the lowest or any submission received. ATNS reserves the rights to accept the whole or any portion of a quotation.</p> <p>This RFQ will be evaluated on the basis of the 80:20-point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) &amp; the ATNS' Procurement Policies and Procedures.</p>	

## BIDDING STRUCTURE

Indicate the type of Bidding/Biding Structure by marking with an 'X'	
Individual Bidder	
Joint Venture	
Consortium	
With Sub-Contractors	
Other	

If Individual:	
Name of Bidder	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
Fax Number	



Cell Number(s)	
E-mail Address	
Postal Address	
Physical Address	

If Joint Venture or Consortium, indicate the name/s of the partners:	
Company Name	
Registration Number	
VAT Registration Number	
Contact Person	
Telephone Number	
E-mail Address	
Fax Number	
Postal Address	
Physical Address	

<b>HAS AN VALID TAX CLEARANCE CERTIFICATE AND PIN BEEN SUBMITTED FOR CONSORTIUM, JOINT VENTURE AND/OR SUB CONTRACTORS</b>	
<b>YES</b>	<b>NO</b>

<b>PLEASE INDICATE THE TYPE OF YOUR COMPANY E.G. PRIVATE COMPANY OR CLOSED CORPORATION OR OTHER</b>	
Indicate the Type of Company	

**SIGNATURE OF BIDDER:**

..... DATE: .....

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



## **APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVERY OF STATIONERY AT ATNS WONDERBOOM AIRPORT, LANSERIA INTERNATIONAL AIRPORT AND RAND AIRPORT TOWERS**

### **1. SCOPE OF WORK**

**1.1. To appoint a suitable Service provider to Provide Stationery at Wonderboom Airport, Lanseria International Airport And Rand Airport Towers.**

### **2. DURATION OF THE CONTRACT**

**2.1. Service providers are herewith invited to submit quotation for supply and delivering of Stationery at Wonderboom Airport, Lanseria International Airport And Rand Airport Towers for a period of 12 months.**

### **3. COLLECTION AND DELIVERIES**

**3.1. Deliveries must take place within 7 working days of placing an official order, except in emergency circumstance; delivery must be immediate.**

**3.2. The service provider shall at all times remain fully and solely responsible for the timeous delivery of service/goods to ATNS.**

**3.3. Delivery of products must include the off-loading thereof at the service provider's own risk and cost to the designated delivery addresses as indicated above.**

**3.4. Service provider must supply and ensure their own labour for the offloading of the products at the designated ATNS sites.**

**3.5. An official order must be issued before any delivery may be made; Unless in an emergency.**

**3.6. Stationery to be delivered at the Addresses listed here to as Annexure D.**

### **4. QUALITY**



#### 4.1. Quality Standards

4.1.1. If, in the sole judgment of ATNS, the delivered items are determined not to be within SABS/SANS national specifications, the supplier will be requested to replace the items with the items that complies with SABS/SANS national specifications immediately at no additional cost to ATNS.

4.1.2. ATNS may from time to time test the quality of the products and services, noncompliance may result in the termination of the contract.

4.1.3. ATNS will only take delivery of goods subject to **expiry date verifications and if the product were acquired from credible outlets.**

## ANNEXTURE B – SPECIFICATIONS

ATNS/FAWB/FALA/FAGM/RFQ116/07/12/2022/2023 Stationery

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**Air Traffic and Navigation  
Services SOC Limited**

Company Reg. No. 1993/004150/30  
ISO 9001 certified

Eastgate Office Park, Block C,  
South Boulevard Road, Bruma  
Private Bag X15, Kempton Park 1620  
Tel +27 11 607 1000 | Fax +27 11 607 1570  
www.atns.com

Directors: S Thobela (Chairman)  
KN Vundla, LN Ngema, ZG Myeza, JC Trembath  
S Badat, KS Boqwana, N Kubheka, CR Burger, T Kgokolo

Chief Financial Officer: JM Moholola  
Acting Company Secretary: N Mongali



## DETAILED SPECIFICATIONS

Find below details of the items to be delivered or equivalent

### 1. Stationery

ITEMS
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Pens Pilot Fineliner Black
Envelopes Manilla A4 (boxes)
Leads Pencil 05 (box/leads holder)
Battery MN2400 AAA Duracell
Battery MN1500 AA Duracell
Pens Pilot Fine Red
Pencils HB Boxes
Pens Bic Black
Pens Bic Red
Pens Bic Blue
File Dividers PVC Asst Col Blank
File Dividers PVC Asst 1-10
File Dividers PVC Asst 1-30
File Dividers PVC Asst A-Z
Files Blue A4 12mm 4ring
25-35mm PVC 4ring Blue Files
40mm Pvc 4ring Blue Files
Files Blue A4 70mm 4ring
Filing Pockets Thin A
Tape Brown Adhesive 48 X 50mm
Accessible Files A4 Pink
Pritt Glue Sticks 43gram
Prestik
Files Bantax 3200 A4 Esette Folders R&B



Elastic Rubber Bands Boxes
Scissors Stainless Steel Tortoise
Paper Clips
Brother MK-231 12mm Black/White Tape
Brother MK-221 9mm Black On White Tape
A4 Laminating Pouches 250 Micron (box)

A4 Laminating Pouches 150 Micron (box)
A3 Laminating Pocket 250 Micron (box)
Envelopes A4 Brown (boxes)
Envelopes A4 White (boxes)
Envelopes Manilla A3 Brown (boxes)
Envelopes Manilla A3 White (boxes)
Exam Pad Punched
Counter Hard Cover Book
Wooden Four Hole Punch
Heavy Duty Staples boxes
Heavy Duty Stapler
Stapler Np 56
Staples No, 56
Binding machine (Fellowes) Quasar 500
A4 Laminator
A3 Laminator
Paper Shredder
Parrot Magnetic White Board Eraser
A4 Laser Labels Colour Code Red (box)
A4 Laser Labels Colour Code Green (box)
A4 Laser Labels Colour Code White (box)
Labels Urgent (box)
Labels Confidential (box)
Labels By Hand (box)
Sharpner 2 Hole Metal
Eraser Staedler



Jiffy Lite G4 240 330 Padded Envelope A4
Jiffy Lite C0 150 210 Padded Envelope A5
Printer Paper A4 Reams (Boxes)
A3 Printer Paper Reams (Boxes)
Tape Ptouch 6mm Tz11 Black/White
Laminated Tape Black/White 24mm Tz-251
Laminated Tape 18mm Black/White Tz-241
Tape Black/Red 12mm Tz-531
Tape Black On Red 12mm Tz-431
Tape Black On Red 9mm Tz-421
Tape Black On Blue 9mm Tz-521
Tape Black On Yellow 9mm Tz-621
Brother 36mm TZ-261 Black On White Tape
Box Of Donau A4 100 STK 100 PCS Farblos Colourless ART NR 1771095-00
Brother 36mm TZ-161 Black On Clear
Red files 70mm
File dividers alphabetical & big taps
Dividers A4 paper 10 tab pos white rainbow
boxes of Sign here stickers
Whiteboard Markers(Assorted Colours)
Files Bantax 3200 A4 Esette folders R&B
Marker pen artline 70 black
Artline 700 perm marker black
Marker pen artline 70 black
Artline 700 perm marker black





## ANNEXTURE C – COSTING TABLE

The costing provide indicative prices, ATNS may place an order lesser that the quantities on the costing schedule depending on the needs at that time. But ATNS may not exceed the quantities as stipulated on the costing tables below:

Suppliers are to provide cost per unit over 12 months. The pricing must be inclusive of VAT.

### A. WONDERBOOM AIRPORT TOWER

ITEMS	QTY	Unit Cost	Total
Pens Pilot Fineliner Black or equivalent	1	R -	R -
Envelopes Manilla A4 (boxes) or equivalent	1	R -	R -
Leads Pencil 05 (box/leads holder) or equivalent	1	R -	R -
Battery MN2400 AAA Duracell or equivalent	1	R -	R -
Battery MN1500 AA Duracell or equivalent	1	R -	R -
Pens Pilot Fine Red or equivalent	1	R -	R -
Pencils HB Boxes or equivalent	1	R -	R -
Pens Bic Black or equivalent	1	R -	R -
Pens Bic Red or equivalent	1	R -	R -
Pens Bic Blue or equivalent	1	R -	R -
File Dividers PVC Asst Col Blank	1	R -	R -
File Dividers PVC Asst 1-10	1	R -	R -
File Dividers PVC Asst 1-30	1	R -	R -
File Dividers PVC Asst A-Z	1	R -	R -
Files Blue A4 12mm 4ring	1	R -	R -
25-35mm PVC 4ring Blue Files	1	R -	R -
40mm Pvc 4ring Blue Files	1	R -	R -
Files Blue A4 70mm 4ring	1	R -	R -
Filing Pockets Thin A	1	R -	R -
Tape Brown Adhesive 48 X 50mm	1	R -	R -
Accessible Files A4 Pink	1	R -	R -
Pritt Glue Sticks 43gram or equivalent	1	R -	R -



Prestik or equivalent	1	R	-	R	-
Files Bantax 3200 A4 Esette Folders R&B or equivalent	1	R	-	R	-
Elastic Rubber Bands Boxes	1	R	-	R	-
Scissors Stainless Steel Tortoise	1	R	-	R	-
Paper Clips	1	R	-	R	-
Brother MK-231 12mm Black/White Tape or equivalent	1	R	-	R	-
Brother MK-221 9mm Black On White Tape or equivalent	1	R	-	R	-

A4 Laminating Pouches 250 Micron (box)	1	R	-	R	-
A4 Laminating Pouches 150 Micron (box)	1	R	-	R	-
A3 Laminating Pocket 250 Micron (box)	1	R	-	R	-
Envelopes A4 Brown (boxes)	1	R	-	R	-
Envelopes A4 White (boxes)	1	R	-	R	-
Envelopes Manilla A3 Brown (boxes) or equivalent	1	R	-	R	-
Envelopes Manilla A3 White (boxes) or equivalent	1	R	-	R	-
Exam Pad Punched	1	R	-	R	-
Counter Hard Cover Book	1	R	-	R	-
Wooden Four Hole Punch	1	R	-	R	-
Heavy Duty Staples boxes	1	R	-	R	-
Heavy Duty Stapler	1	R	-	R	-
Stapler Np 56	1	R	-	R	-
Staples No, 56	1	R	-	R	-
Binding machine (Fellowes) Quasar 500 or equivalent	1	R	-	R	-
A4 Laminator	1	R	-	R	-
A3 Laminator	1	R	-	R	-
Paper Shredder	1	R	-	R	-
Parrot Magnetic White Board Eraser or equivalent	1	R	-	R	-
A4 Laser Labels Colour Code Red (box)	1	R	-	R	-
A4 Laser Labels Colour Code Green (box)	1	R	-	R	-
A4 Laser Labels Colour Code White (box)	1	R	-	R	-
Labels Urgent (box)	1	R	-	R	-
Labels Confidential (box)	1	R	-	R	-
Labels By Hand (box)	1	R	-	R	-
Sharpner 2 Hole Metal	1	R	-	R	-
Eraser Staedler or equivalent	1	R	-	R	-
Jiffy Lite G4 240 330 Padded Envelope A4 or equivalent	1	R	-	R	-



Jiffy Lite C0 150 210 Padded Envelope A5 or equivalent	11	R	-	R	-
Printer Paper A4 Reams (Boxes)	1	R	-	R	-
A3 Printer Paper Reams (Boxes)	1	R	-	R	-
Tape Ptouch 6mm Tz11 Black/White	1	R	-	R	-
Laminated Tape Black/White 24mm Tz-251	1	R	-	R	-
Laminated Tape 18mm Black/White Tz-241	1	R	-	R	-
Tape Black/Red 12mm Tz-531	1	R	-	R	-
Tape Black On Red 12mm Tz-431	1	R	-	R	-
Tape Black On Red 9mm Tz-421	1	R	-	R	-
Tape Black On Blue 9mm Tz-521	1	R	-	R	-
Tape Black On Yellow 9mm Tz-621	1	R	-	R	-
Brother 36mm TZ-261 Black On White Tape or equivalent	1	R	-	R	-
Box Of Donau A4 100 STK 100 PCS Farblos Colourless ART NR 1771095-00 or equivalent	1	R	-	R	-
Brother 36mm TZ-161 Black On Clear	1	R	-	R	-
Red files 70mm	1	R	-	R	-
File dividers alphabetical & big taps	1	R	-	R	-
Dividers A4 paper 10 tab pos white rainbow	1	R	-	R	-
boxes of Sign here stickers	1	R	-	R	-
Whiteboard Markers(Assorted Colours)	1	R	-	R	-
Files Bantax 3200 A4 Esette folders R&B	1	R	-	R	-
Marker pen artline 70 black or equivalent	1	R	-	R	-
Artline 700 perm marker black or equivalent	1	R	-	R	-
Marker pen artline 70 black or equivalent	1	R	-	R	-
Artline 700 perm marker black or equivalent	1	R	-	R	-

Total (VAT Inclusive)	
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Total Over Full Year (VAT Inclusive)	R -
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## B. LANSERIA INTERNATIONAL AIRPORT TOWER

ITEMS	QTY	Unit Cost	Total
Pens Pilot Fineliner Black or equivalent	1	R -	R -
Envelopes Manilla A4 (boxes) or equivalent	1	R -	R -
Leads Pencil 05 (box/leads holder) or equivalent	1	R -	R -
Battery MN2400 AAA Duracell or equivalent	1	R -	R -
Battery MN1500 AA Duracell or equivalent	1	R -	R -
Pens Pilot Fine Red or equivalent	1	R -	R -
Pencils HB Boxes or equivalent	1	R -	R -
Pens Bic Black or equivalent	1	R -	R -
Pens Bic Red or equivalent	1	R -	R -
Pens Bic Blue or equivalent	1	R -	R -
File Dividers PVC Asst Col Blank or equivalent	1	R -	R -
File Dividers PVC Asst 1-10 or equivalent	1	R -	R -
File Dividers PVC Asst 1-30 or equivalent	1	R -	R -
File Dividers PVC Asst A-Z or equivalent	1	R -	R -
Files Blue A4 12mm 4ring	1	R -	R -
25-35mm PVC 4ring Blue Files	1	R -	R -
40mm Pvc 4ring Blue Files	1	R -	R -
Files Blue A4 70mm 4ring	1	R -	R -
Filing Pockets Thin A	1	R -	R -
Tape Brown Adhesive 48 X 50mm	1	R -	R -
Accessible Files A4 Pink	1	R -	R -
Pritt Glue Sticks 43gram or equivalent	1	R -	R -
Prestik or equivalent	1	R -	R -
Files Bantax 3200 A4 Esette Folders R&B	1	R -	R -
Elastic Rubber Bands Boxes	1	R -	R -
Scissors Stainless Steel Tortoise	1	R -	R -
Paper Clips	1	R -	R -
Brother MK-231 12mm Black/White Tape or equivalent	1	R -	R -
Brother MK-221 9mm Black On White Tape or equivalent	1	R -	R -



A4 Laminating Pouches 250 Micron (box)	1	R	-	R	-
A4 Laminating Pouches 150 Micron (box)	1	R	-	R	-
A3 Laminating Pocket 250 Micron (box)	1	R	-	R	-
Envelopes A4 Brown (boxes)	1	R	-	R	-
Envelopes A4 White (boxes)	1	R	-	R	-
Envelopes Manilla A3 Brown (boxes) or equivalent	1	R	-	R	-
Envelopes Manilla A3 White (boxes) or equivalent	1	R	-	R	-

Exam Pad Punched	1	R	-	R	-
Counter Hard Cover Book	1	R	-	R	-
Wooden Four Hole Punch	1	R	-	R	-
Heavy Duty Staples boxes	1	R	-	R	-
Heavy Duty Stapler	1	R	-	R	-
Stapler Np 56	1	R	-	R	-
Staples No, 56	1	R	-	R	-
Binding machine (Fellowes) Quasar 500 or equivalent	1	R	-	R	-
A4 Laminator	1	R	-	R	-
A3 Laminator	1	R	-	R	-
Paper Shredder	1	R	-	R	-
Parrot Magnetic White Board Eraser or equivalent	1	R	-	R	-
A4 Laser Labels Colour Code Red (box)	1	R	-	R	-
A4 Laser Labels Colour Code Green (box)	1	R	-	R	-
A4 Laser Labels Colour Code White (box)	1	R	-	R	-
Labels Urgent (box)	1	R	-	R	-
Labels Confidential (box)	1	R	-	R	-
Labels By Hand (box)	1	R	-	R	-
Sharpner 2 Hole Metal	1	R	-	R	-
Eraser Staedler or equivalent	1	R	-	R	-
Jiffy Lite G4 240 330 Padded Envelope A4 or equivalent	1	R	-	R	-
Jiffy Lite C0 150 210 Padded Envelope A5 or equivalent	1	R	-	R	-
Printer Paper A4 Reams (Boxes)	1	R	-	R	-
A3 Printer Paper Reams (Boxes)	1	R	-	R	-
Tape Ptouch 6mm Tz11 Black/White	1	R	-	R	-
Laminated Tape Black/White 24mm Tz-251	1	R	-	R	-
Laminated Tape 18mm Black/White Tz-241	1	R	-	R	-
Tape Black/Red 12mm Tz-531	1	R	-	R	-



Tape Black On Red 12mm Tz-431	1	R	-	R	-
Tape Black On Red 9mm Tz-421	1	R	-	R	-
Tape Black On Blue 9mm Tz-521	1	R	-	R	-
Tape Black On Yellow 9mm Tz-621	1	R	-	R	-
Brother 36mm TZ-261 Black On White Tape or equivalent	1	R	-	R	-
Box Of Donau A4 100 STK 100 PCS Farblos Colourless ART NR 1771095-00 or equivalent	1	R	-	R	-
Brother 36mm TZ-161 Black On Clear or equivalent	1	R	-	R	-
Red files 70mm	1	R	-	R	-
File dividers alphabetical & big taps	1	R	-	R	-
Dividers A4 paper 10 tab pos white rainbow	1	R	-	R	-
Boxes of Sign here stickers	1	R	-	R	-
Whiteboard Markers(Assorted Colours)	1	R	-	R	-
Files Bantax 3200 A4 Esette folders R&B or equivalent	1	R	-	R	-
Marker pen artline 70 black or equivalent	1	R	-	R	-
Artline 700 perm marker black or equivalent	1	R	-	R	-
Marker pen artline 70 black or equivalent	1	R	-	R	-
Artline 700 perm marker black or equivalent	1	R	-	R	-

Total (VAT Inclusive)	R
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Total Over Full Year (VAT Inclusive)	R
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### C. RAND AIRPORT TOWER

ATNS/FAWB/FALA/FAGM/RFQ116/07/12/2022/2023 Stationery	Page 14 of 28	07 December 2022
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**Air Traffic and Navigation Services SOC Limited**

Company Reg. No. 1993/004150/30  
ISO 9001 certified

Eastgate Office Park, Block C,  
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Private Bag X15, Kempton Park 1620  
Tel +27 11 607 1000 | Fax +27 11 607 1570  
www.atns.com

Directors: S Thobela (Chairman)  
KN Vundla, LN Ngema, ZG Myeza, JC Trembath  
S Badat, KS Boqwana, N Kubheka, CR Burger, T Kgokolo

Chief Financial Officer: JM Moholola  
Acting Company Secretary: N Mongali



ITEMS	QTY	Unit Cost	Total
Pens Pilot Fineliner Black or equivalent	1	R -	R -
Envelopes Manilla A4 (boxes) or equivalent	1	R -	R -
Leads Pencil 05 (box/leads holder)	1	R -	R -
Battery MN2400 AAA Duracell or equivalent	1	R -	R -
Battery MN1500 AA Duracell or equivalent	1	R -	R -
Pens Pilot Fine Red or equivalent	1	R -	R -
Pencils HB Boxes or equivalent	1	R -	R -
Pens Bic Black or equivalent	1	R -	R -
Pens Bic Red or equivalent	1	R -	R -
Pens Bic Blue or equivalent	1	R -	R -
File Dividers PVC Asst Col Blank	1	R -	R -
File Dividers PVC Asst 1-10	1	R -	R -
File Dividers PVC Asst 1-30	1	R -	R -
File Dividers PVC Asst A-Z	1	R -	R -
Files Blue A4 12mm 4ring	1	R -	R -
25-35mm PVC 4ring Blue Files	1	R -	R -
40mm Pvc 4ring Blue Files	1	R -	R -
Files Blue A4 70mm 4ring	1	R -	R -
Filing Pockets Thin A	1	R -	R -
Tape Brown Adhesive 48 X 50mm	1	R -	R -
Accessible Files A4 Pink	1	R -	R -
Pritt Glue Sticks 43gram or equivalent	1	R -	R -
Prestik or equivalent	1	R -	R -
Files Bantax 3200 A4 Esette Folders R&B or equivalent	1	R -	R -
Elastic Rubber Bands Boxes	1	R -	R -
Scissors Stainless Steel Tortoise	1	R -	R -
Paper Clips	1	R -	R -
Brother MK-231 12mm Black/White Tape or equivalent	1	R -	R -
Brother MK-221 9mm Black On White Tape or equivalent	1	R -	R -
A4 Laminating Pouches 250 Micron (box)	1	R -	R -



A4 Laminating Pouches 150 Micron (box)	1	R	-	R	-
A3 Laminating Pocket 250 Micron (box)	1	R	-	R	-
Envelopes A4 Brown (boxes)	1	R	-	R	-
Envelopes A4 White (boxes)	1	R	-	R	-
Envelopes Manilla A3 Brown (boxes) or equivalent	1	R	-	R	-
Envelopes Manilla A3 White (boxes) or equivalent	1	R	-	R	-

Exam Pad Punched	1	R	-	R	-
Counter Hard Cover Book	1	R	-	R	-
Wooden Four Hole Punch	1	R	-	R	-
Heavy Duty Staples boxes	1	R	-	R	-
Heavy Duty Stapler	1	R	-	R	-
Stapler Np 56	1	R	-	R	-
Staples No, 56	1	R	-	R	-
Binding machine (Fellowes) Quasar 500 or equivalent	1	R	-	R	-
A4 Laminator	1	R	-	R	-
A3 Laminator	1	R	-	R	-
Paper Shredder	1	R	-	R	-
Parrot Magnetic White Board Eraser or equivalent	1	R	-	R	-
A4 Laser Labels Colour Code Red (box)	1	R	-	R	-
A4 Laser Labels Colour Code Green (box)	1	R	-	R	-
A4 Laser Labels Colour Code White (box)	1	R	-	R	-
Labels Urgent (box)	1	R	-	R	-
Labels Confidential (box)	1	R	-	R	-
Labels By Hand (box)	1	R	-	R	-
Sharpner 2 Hole Metal	1	R	-	R	-
Eraser Staedler or equivalent	1	R	-	R	-
Jiffy Lite G4 240 330 Padded Envelope A4	1	R	-	R	-
Jiffy Lite C0 150 210 Padded Envelope A5	1	R	-	R	-
Printer Paper A4 Reams (Boxes)	1	R	-	R	-
A3 Printer Paper Reams (Boxes)	1	R	-	R	-
Tape Ptouch 6mm Tz11 Black/White	1	R	-	R	-
Laminated Tape Black/White 24mm Tz-251	1	R	-	R	-
Laminated Tape 18mm Black/White Tz-241	1	R	-	R	-
Tape Black/Red 12mm Tz-531	1	R	-	R	-
Tape Black On Red 12mm Tz-431	1	R	-	R	-





Tape Black On Red 9mm Tz-421	1	R	-	R	-
Tape Black On Blue 9mm Tz-521	1	R	-	R	-
Tape Black On Yellow 9mm Tz-621	1	R	-	R	-
Brother 36mm TZ-261 Black On White Tape or equivalent	1	R	-	R	-
Box Of Donau A4 100 STK 100 PCS Farblos Colourless ART NR 1771095-00 or equivalent	1	R	-	R	-
Brother 36mm TZ-161 Black On Clear	1	R	-	R	-
Red files 70mm	1	R	-	R	-
File dividers alphabetical & big taps	1	R	-	R	-
Dividers A4 paper 10 tab pos white rainbow	1	R	-	R	-
boxes of Sign here stickers	1	R	-	R	-
Whiteboard Markers(Assorted Colours)	1	R	-	R	-
Files Bantax 3200 A4 Esette folders R&B or equivalent	1	R	-	R	-
Marker pen artline 70 black or equivalent	1	R	-	R	-
Artline 700 perm marker black or equivalent	1	R	-	R	-
Marker pen artline 70 black or equivalent	1	R	-	R	-
Artline 700 perm marker black or equivalent	1	R	-	R	-

Total (VAT Inclusive)	R
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Total Over Full Year (VAT Inclusive)	R -
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#### D. TOTAL COSTING

<b>TOTAL WONDERBOOM AIRPORT (VAT INCLUSIVE)</b>	<b>R</b>	<b>-</b>
<b>TOTAL LANSERIA AIRPORT TOWER (VAT INCLUSIVE)</b>	<b>R</b>	<b>-</b>
<b>TOTAL RAND AIRPORT TOWER (VAT INCLUSIVE)</b>	<b>R</b>	<b>-</b>

<b>TOTAL OVER 12 MONTHS (VAT INCLUSIVE)</b>	<b>R</b>	<b>-</b>
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## ANNEXTURE D: CONTROL CENTRE UNITS ADDRESSES

REGIONAL AIRPORTS	DELIVERY ADDRESS
<b>WONDERBOOM AIRPORT TOWER</b>	<b>Wonderboom Airport ATNS Tower 122 Linvelt Rd, Onderstepoort, Pretoria, 0110</b>
<b>LANSERIA INTER. AIRPORT TOWER</b>	<b>Lanseria International Airport ATNS Tower Airport Rd, Lanseria, 1747</b>
<b>RAND AIRPORT TOWER</b>	<b>Rand Airport ATNS Tower Main Terminal Building, Rand Airport Rd, Germiston, 1418</b>



## 1. TECHNICAL REQUIREMENTS, PRICE AND PREFERENCE POINTS

- **The First stage**, bids will be evaluated first for **Pre-Qualification Criteria (Preferential Procurement Requirements)** prescribed in Preferential Procurement Regulations. Only bids that meet Preferential Procurement requirements will be considered for further evaluation.
- **Preferential Procurement Reform:**  
**The Preferential Procurement Regulations, 2011 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2003.**
- Preferential Procurement in ATNS will be implemented in line with the PPPFA and its amended Regulations. Where feasible, pre-qualification criteria for preferential procurement or subcontracting will be set to advance certain designated groups which are EMEs or QSEs which are at least 51% black owned (in line with the PPPFA). Where not feasible to set preferential procurement as a pre-qualification criteria ATNS shall evaluate suppliers in accordance with the B-BBEE Codes of Good Practice.
- The **Second stage**, Bids will be evaluated for Mandatory Technical Requirements and Functionality Evaluation . During this stage, Tender response documentation will be evaluated against compliance to the Mandatory documents required. Failure to submit Mandatory documents will result in disqualification.

### Mandatory Requirements

Mandatory Criteria	Proof Required
Provide three (3) letters of proof of Previous Relevant experience on Stationery supply and delivering services. References must be in a form of a signed letters on a client's business letterhead stating the scope and description of the services rendered, with contactable references, contract duration, with contact name, Contact number and position of the referee. Reference letters must not be older than 5 years by closing date of this RFQ.	Yes



- The **Third Stage**, bids will be evaluated in terms of the 80/20 preference point systems. Only bids that provide all documentation requested for Mandatory Requirements will be evaluated in accordance with the 80/20 preference point system.

Stage 1- Price/B-BBEE Evaluation.

- Tenderers will be evaluated in terms of the 80/20 preference point system, where a maximum of 80 points are allocated for price and a maximum of 20 points are allocated in respect of the level of B-BBEE contribution of the Tenderer.
- Points are allocated in terms of the BBEE Codes of Good Practice guideline as indicated in the table below. Bidders must submit valid BBEE Certificates which will be verified.
- Quotations will be evaluated in terms of Preferential Procurement Policy Framework Act using the 80:20 points system. 80 points will be awarded for price and 20 points for BEE points claimed.

<b>Points for price</b>	<b>80</b>
<b>Points for B-BBEE (Max of 20):</b>	20
<b>B-BBEE status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0



## 2. SUBMISSION INSTRUCTIONS:

2.1.1 Potential service providers are requested to provide a quotation that addresses all the items listed in the specification section as stated above.

2.1.2 Failing to comply with the instruction will lead to bids being disqualified.

### 2.1.3 Each quotation should also include the following information:

1. The **expiration date for the Quotation**, if any.
2. Details of the contact person dealing with the quotation.
3. CSD Summary Report.
4. Black Economic Empowerment status of the service provider or legal identity of B-BBEE partner as well as the physical and postal address of the B-BBEE partner and capital structure.

Should it be necessary for a supplier to obtain clarity on any matter arising from or referred to in this RFQ document, please refer your enquiries, in writing, to the contact person(s) listed below. ATNS reserves the right to place responses to such queries on the website.

<b>PROCUREMENT OFFICER:</b>	Thoko Phukubye
<b>TELEPHONE:</b>	011 607 1000
<b>E-MAIL:</b>	thokop@atns.co.za

## 3. SUBMISSION OF QUOTATION:

The RFQ Documents shall be delivered to the below:

Email to [thokop@atns.co.za](mailto:thokop@atns.co.za)



**PART A**

**INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:	15 December 2022	CLOSING TIME:	14h00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND DELIVERY STATIONERY AT ATNS WONDERBOOM AIRPORT, LANSERIA INTERNATIONAL AIRPORT AND RAND AIRPORT TOWERS FOR A PERIOD OF 12 MONTHS AS AND WHEN REQUIRED.				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
RFQ can be sent by email to: thokop@atns.co.za					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Thoko Phukubye		CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	thokop@atns.co.za		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	



	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
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**[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]**

<b>1.1.1. ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	<b>1.1.2. ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]
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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

#### 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 IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 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.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

#### 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 VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 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.”

**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:

.....



## 1 PROTECTION OF PERSONAL INFORMATION

- 1.1 The Service Provider shall ensure that its employees, representatives and officers, comply with the provisions of the Protection of Personal Information Act, 2013 (“**POPIA**”) and all other applicable data protection laws and, without limitation to the foregoing, shall ensure the security and confidentiality of all Personal Information processed by that Party is in accordance with POPIA and all other applicable data protection laws.
- 1.2 The Service Provider must only process personal information of the Company and third parties on behalf of the Company, with the Company’s knowledge or authorisation, treat such information which comes to their knowledge as confidential and must not disclose it unless required by law or in the course of the proper performance of the Service Provider’s duties. The Service Provider must comply with the responsible party’s obligations in clause section 19 of POPIA.
- 1.3 Where the Service Provider, its agents, subcontractors, officers, directors, shareholders, representatives, or employees has/have access to any Personal Information held by the Company for any reason in connection with this Agreement or is/are supplied with or otherwise provided with Personal Information by the Company or on behalf of the Company for any purpose, or are supplied with or otherwise provided with Personal Information relating to the Services, the Service Provider shall:
- 1.3.1 process such Personal Information only for purposes of performing its/their obligations under this Agreement and shall not otherwise modify, amend or alter the contents of such Personal Information or disclose or permit the disclosure of such Personal Information to any third party, unless specifically authorised to do so by the Company or as required by law or any regulatory authority, and shall take all such steps as may be necessary to protect and safeguard such Personal Information;



- 1.3.2 without prejudice to the generality of the foregoing, ensure that appropriate, reasonable technical and organisational measures shall be taken by it/them to prevent –
- 1.3.2.1 the unauthorised or unlawful processing of such Personal Information; and
  - 1.3.2.2 the accidental loss or destruction of, or damage to, such Personal Information; and
  - 1.3.2.3 promptly notify the Company when it becomes aware of any unauthorised, unlawful or dishonest conduct or activities, or any breach of the terms of this Agreement relating to Personal Information.
- 1.4 The Service Provider shall be liable for all claims, demands, actions, costs, expenses (including but not limited to reasonable legal costs and disbursements), fines, losses and damages arising from or incurred by reason of any wrongful processing of any Personal Information by the Service Provider (including its agents, subcontractors, officers, representatives or employees) for any breach of its obligations or warranties in terms of clause **Error! Reference source not found.**
- 1.5 Both Parties will comply with their obligations under POPIA in relation to personal information for which they are the responsible party.
- 1.6 The Service Provider must notify the Company immediately where there are reasonable grounds to believe that personal information has been accessed or acquired by any unauthorised person (Data Breach) and must assist the Company, at its own cost: a) with any investigation or notice to the Regulator or data subjects that the Company may make in relation to a Data Breach; and b) in responding to any directions by the Regulator to publicise the Data Breach, including assisting the Company to make public announcements if required.
- 1.7 The Service Provider indemnifies the Company against any civil or criminal action or administrative fine or other penalty or loss as a result of the Service Provider's breach of this clause.



## POPIA CONSENT

- 1.1 The Service Provider, by submitting its proposal/ quotation, consents to the use of his/her personal information contained therein and confirms that:
  - 1.1.1 The information is voluntarily supplied, without undue influence from any party; and
  - 1.1.2 The information is necessary for the purposes of the engagement with ATNS.
  
- 1.2 The tenderer acknowledges that he /she is aware of his/her right to:
  - 1.2.1 Access the information at any reasonable time for the purposes of rectification thereof;
  - 1.2.2 Object to the processing of the information;
  - 1.2.3 Lodge a complaint with the Information Regulator.