



REQUEST FOR RFQ

AIR TRAFFIC AND NAVIGATION SERVICES SOC LTD REPUBLIC OF SOUTH AFRICA



RFQ REFERENCE NUMBER:	RFQ050424/Stationery/2024
DESCRIPTION:	APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO SUPPLY DELIVER STATIONERY FOR A PERIOD OF THREE YEARS ON A RATE BASE AS AND WHEN REQUIRED AT THE FOLLOWING ATS :REGIONAL AIRPORTS (WONDERBOOM, RAND, GRAND CENTRAL AND LANSERIA AIPORT).
MANDATORY REQUIREMENTS	THREE (3) CONTACTABLE REFERENCE LETTERS OF PROVIDING STATIONERY SERVICES IN THE PAST FIVE YEARS.
ISSUE DATE:	09 April 2024
CLOSING DATE:	24 April 2024
CLOSING TIME:	11H00, CAT
REQUIRED RETURNABLE DOCUMENTS	<ul style="list-style-type: none">• Central Supplier Database (CSD) Report• Duly completed and signed SBD Forms (SBD1, SBD 4, SBD 6.1)• General conditions of contracts (GCCs) -Initialled and signed.• CIPC registration Documents• ATNS Completed pricing schedule.
REQUIRED ADMINISTRATIVE PRE-QUALIFICATION DOCUMENTS	<ul style="list-style-type: none">• Valid Tax Pin Status• Valid B-BBEE Certificate or Sworn Affidavit – Certified• Banking Details with a Bank Stamp Quotation on the Company Letterhead (Aligned to ATNS pricing schedule)

<p>RFQ DOCUMENTS MAY BE ADDRESSED TO:</p>	<p>Procurement Officer: Jabu Suke</p> <p>Email address: RFQs@atns.co.za</p> <p>NB: Please note our emails can only receive documents that are less 40MB, if documents are more, please send them in separate emails</p> <p>NB: All responses must be submitted on the above dedicated mailbox. No hand delivery submissions will be considered.</p>
<p>RFQ DOCUMENTS MAY BE ADDRESSED TO:</p>	<p>Procurement Officer: Jabu Suke</p> <p>Email address: jabus@atns.co.za</p> <p>Tell: 011 607 1050</p>
<p>The information contained within this document is confidential to ATNS in all respects and it is hereby acknowledged that the information provided shall only be used for the preparation of a response to this document. The information furnished will not be used for any other purpose than stated and that the information will not directly or indirectly, by agent, employee or representative, be disclosed either in whole or in part, to any other third party without the express written consent by the Company or its representative.</p>	

TABLE OF CONTENTS

1. SECTION A: INTRODUCTION AND SCOPE OF WORK	4
1.1. Introduction	4
1.2. Objective.....	4
1.3. Scope of Work/Specification	4
1.4. Validity Period	8
1.5. Procedures For Submitting Quotations.....	8
2. SECTION B: BID EVALUATION PROCESS	9
2.1. Stage 1: Administrative Requirements	9
2.2. Stage 2 : Mandatory Requirements.....	8
2.3.Stage 3: Price and Specific Goals.....	10
The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.....	16
3. SECTION C: STANDARD BIDDING DOCUMENTS.....	17
SBD1: INVITATION TO BID	17
SBD 4: BIDDER'S DISCLOSURE	19
SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022	22
80/20.....	or 90/10
24	
80/20.....	or 90/10
24	
GENERAL CONDITIONS OF CONTRACT	27

BIDDING STRUCTURE

Indicate the type of Bidding/Tendering 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	

1. SECTION A: INTRODUCTION AND SCOPE OF WORK

1.1. Introduction

Air Traffic and Navigation Services SOC Limited (ATNS) provides air traffic, navigation, training and associated services within South Africa and a large part of the Southern Indian and Atlantic Ocean, comprising approximately 6% of the world's airspace.

ATNS operates from nine ACSA and 12 other aerodromes. As a globally competitive employer of choice, ATNS is committed to diversity and has achieved ranking within the top 10 companies in South Africa with regards to female representation at executive levels.

1.2. Objective

Air Traffic and Navigation Services SOC seeks to appointment of a suitable service provider to supply deliver stationery for a period of three years on a rate base as and when required at the following ats :regional airports (wonder boom, rand, grand central and Lanseria airport).

1.3. Scope of Work/Specification

No	Item Description	Quantity	Duration
1.	Red Files 70mm (10 Pack)	1	3 Years
2.	Whiteboard Markers (Assorted Colours) 1 pack of 10	1	
3.	Exam Pad Punchline (100 Sheets)	1	
4.	Heavy Duty Stapler (210 Sheets)	1	
5.	Heavy Duty Staples (1 box of 2500)	1	
6.	Parrot Magnetic White Board (1200mmx900mm)	1	
7.	2 Hole Metal Sharpener	1	
8.	Eraser Staedtler or equivalent	1	
9.	A4 Printer Paper (1 Box of 5 reams)	1	
10.	Black Pen Bic medium click or equivalent Each	1	
11.	Blue Pen Bic medium click or equivalent Each	1	
12.	Red Pen Bic medium click or equivalent Each	1	
13.	Highlighters Staedtler or equivalent (8 Pack each)	1	

14.	Sellotape clear Packaging (48mmx100 each)	1	3 Years
15.	Assorted File Dividers PVC (Pack of 10)	1	
16.	12mm 4Ring Blue Files Each	1	
17.	70mm 4 Ring Blue File each	1	
18.	Filing Pockets Thin A 100s	1	
19.	Accessible Files A4 Pink each	1	
20.	Glue Stick 43g (Prit or equivalent)	1	
21.	Bostic 100g or Prestik Equivalent	1	
22.	Elastic Rubber Bands 100g	1	
23.	Paper Clips 50mm 1 box of 100s	1	
24.	Pens pilot fine liner black 1 Box of 12	1	
25.	Pens pilot fine liner blue 1 Box of 12	1	
26.	Pens pilot fine liner red 1 Box of 12	1	
27.	File dividers PVC Asst Col blank Pack of 10	1	
28.	File Dividers PVC Asst 1-31 (Pack of 10)	1	
29.	Filing Pockets Thin A 1 pack of 100s	1	
30.	Accessible Files A4 Pink	1	
31.	Prestik 100 g	1	
32.	Elastic Rubber Bands 100gm 200 x 9mm - Pack of 10	1	
33.	Scissors Stainless Steel	1	
34.	Paper Clips 50 mm 50 peace		
34.	Pens pilot fine liner black (Each)	1	
35.	Pens pilot fine liner blue (Each)	1	
36.	Pens pilot fine liner red (Each)	1	
37.	File dividers PVC Asst Col blank (Pack of 10)	1	
38.	File Dividers PVC Asst 1-30 (Pack of 10)	1	
39.	Filing Pockets Thin A (30-micron 100 Pack)	1	
40.	Accessible Files A4 Pink (Each)	1	
41.	Prestik 100 g	1	
42.	Elastic Rubber Bands 100gm 200 x 9mm - Pack of 10	1	
43.	Office Scissors Stainless Steel	1	
44.	A4 Laminating Pouches (216x303mm) 100 Pack	1	
45.	A4 128 Pages Counter Hard Cover book	1	
46.	Stapler No 56	1	
47.	Staples No 56 (26/6) Box Of 5000 Staples	1	
48.	A4 Laser Labels Colour Code Green A4 Inkjet Laser Labels 100 Sheets	1	
49.	White board marker (Parrot Products Bullet Whiteboard Marker Assorted 6-Pack)	1	

50.	Sign here stickers Index Tabs Sign Here (44x25mm)	1	3 Years
51.	Artline 700 Permant marker black (Each)	1	
52.	Highlighters asst colours Highlighters 8 Pack	1	
53.	Prestik - White(100g)	1	
Rand And Grand central			
55.	Pens Black (Pilot fine liner or equivalent) Each	1	
56.	Envelopes Manilla A4 (Box of 250)	1	
57.	Refill 0.5 mm HB Leads (4 Pack)	1	
58.	Battery MN2400 AAA Duracell or equivalent 4 Pack	1	
59.	Battery MN1500 AA Duracell or equivalent (4 pack)	1	
60.	Pens Red (Pilot fine liner or equivalent) each	1	
61.	Pencil HB (1 Box of 10)	1	
62.	Pens Black (Bic click or equivalent) (Pack of 2)	1	
63.	Pens Red (Bic Click or equivalent) (Pack of 2)	1	
64.	Pens Blue (Bic click or equivalent) (Pack of 2)	1	
65.	File dividers PVC Assets Col Blank (Pack of 10)	1	
66.	File dividers PVC Asst 1-10 (Pack of 10)	1	
67.	File dividers PVC Asst 1-30 (Pack of 10)	1	
68.	File dividers PVC Asst A-Z (Pack of 10)	1	
69.	Files Blue A4 12mm 4 ring (Each)	1	
70.	25-35 mm PCV 4 ring blue files (Each)	1	
71.	40mm PVC 4 ring blue files (Each)	1	
72.	Files blue A4 70mm 4 ring (Each)	1	
73.	Filing Pockets Thin A (100-Pack)	1	
74.	Tape brown Adhesive 48 X 50mm (Each)	1	
75.	Accessible Files A4 Pink	1	
76.	Prestik 100g	1	
77.	Files Bantax 3200 A4 Esette Folders R&B (Pack of 10)	1	
78.	Rubber Bands 16-100-Pack	1	
79.	Office scissors Stainless steel Tortoise (Each)	1	
80.	Paper Clips (50 mm) 1 Box of 100's	1	
81.	Bother MK-231 12 mm Black/White Tape (Each)	1	
82.	Brother MK-221 9mm Black White tape (Each)	1	
83.	A4 Laminating Pouches 250 Micron (100 Pack)	1	
84.	A4 Laminating pouches 150 micron (100 Pack)	1	
85.	A3 Laminating pocket 250 micron (100 Pack)	1	
86.	Envelopes A4 Brown (1 Box of 250)	1	
87.	Envelopes A4 White (1 Box of 250)	1	
88.	Envelopes Manilla A3 brown (1 Box of 250)	1	
89.	Envelopes Manilla A3 Whites (1 Box of 250)	1	
90.	Exam Pad Punched 100 Pages (Each)	1	

91.	Hard Cover book (2 Quire & 192 Pages)	1	3 Years
92.	Wooden four hole puncher (Each)	1	
93.	Heavy duty staples (1 Box of 2500)	1	
94.	Heavy duty stapler (250 sheets each)	1	
95.	Stapler no 56 (Each)	1	
96.	Staples No 56 (1 Box of 5000)	1	
97.	Binding machine (Fellowes) Quasar 500	1	
98.	Parrot Magnetic White Board Eraser (Each)	1	
99.	A4 Laser labels colour code Red (48up A4 Inkjet Laser Labels 100 Sheets)	1	
100.	A4 Laser labels colour code Green (100 sheets)	1	
101.	A4 Laser labels colour code white 100 sheets)	1	
102.	Labels (1 Pack of 250)	1	
103.	Labels Confidential (125 Labels Per Box)	1	
104.	Labels by hand (Box)	1	
105.	Sharpner 2 hotel metal steal (Each)	1	
106.	Eraser (2 Pack) staedler or equivalent	1	
107.	Jiffy Lite G4 240 330 padded envelope (Each)	1	
108.	Jiffy Lite CO 150 210 Padded envelope A5 (Each)	1	
109.	Printer Paper A4 Reams (1 Box of 5 reams)	1	
110.	A3 Printer paper reams (1 Box of 5 reams)	1	
111.	Tape P touch 6mm Tz11 Black/White (Each)	1	
112.	Laminated Tape Black/white 24mm Tz-251 (Each)	1	
113.	Laminated tape 18mm Black/White Tz-241 (Each)	1	
114.	Tape Black/Red 12mm Tz-531 (Each)	1	
115.	Tape Black on red 12mm Tz-431 (Each)	1	
116.	Tape black on red 9mm Tz-421 (Each)	1	
117.	Tape Black on blue 9mm Tz 521 (Each)	1	
118.	Tape black on yellow 9mm Tz-621 (Each)	1	
119.	Brother 36mm TZ-261 black on white tape (Each)	1	
120.	Box of donou A4 100 STK 100 PCS farblos colourless ART NR 1771095-00 (Each)	1	
121.	Brother 36mm TZ0161 Black on clear (Each)	1	
122.	Red files 70mm (Each)	1	
123.	File dividers alphabetical & big tapes (Each)	1	
124.	Dividers A4 Paper 10-tab pos white rainbow (Each)	1	
125.	Sign here stickers Flags Sign Here (150 Flags)	1	
126.	Whiteboard markers (Assorted colours) 1 Pack of 10	1	
127.	Files Bantax 3200 A4 Esette folders R&B (Each)	1	
128.	Marker Pen Artline 70 black (Each)	1	
129.	Artline 700 perm marker black (Each)	1	
130.	Marker Pen Artline 70 black (Each)	1	

131.	Artline 700 perm marker black (Each)	1	3 Years
132.	Box (100 Units) – 19mm Black plastic comb binders	1	
133.	Box (100 Units) – 16mm Black plastic comb binders	1	
134.	Claw Style Staple Remover (Each)	1	
136.	Label Maker Machine Tape (Each)	1	
136.	Roll of clear, self-adhesive book wrap-Butterfly stationery	1	
137.	A4 Accessory file red (Each)	1	
138.	A4 Accessory file blue (Each)	1	
139.	Heavy duty plastic pockets (100 Sheets)	1	
140.	Pritt Glue stick 43g	1	

1.4. Validity Period¹

- 1.4.1. The proposal¹ provided to ATNS in terms of this request for quotations will be valid for a period of 60 days from the date of submission except for the Tax and B-BBEE certificates which must still be valid at the time of award.
- 1.4.2. Should there be a need to request extension of the finalisation of the award of the RFQ, the bidders will be duly informed, and the priced proposal will remain valid for the amended duration.

1.5. Procedures For Submitting Quotations

- 1.5.1. All prospective bidders must send their bid/RFQ response submissions to ATNS before or on the closing date and time.
- 1.5.2. Bidders must email a soft copy of their proposal to: RFQs@atns.co.za

2. SECTION B: BID EVALUATION PROCESS

Bid Evaluation Process

The bid evaluation process for this RFQ will be conducted in three (3) distinct stages as follows:

STAGE 1	ADMINISTRATIVE REQUIREMENTS
STAGE 2	MANDATORY REQUIREMENTS
STAGE 3	PRICE AND ATNS SPECIFIC GOALS

2.1. Stage 1: Administrative Requirements

All prospective bidders must comply with the following administrative requirement:

- 2.1.1. Must be registered on the National Treasury CSD (Central Supplier database): A full report must be submitted.
- 2.1.2. Fully completed and signed Standard Bidding Documents (SBD) forms: (SBD 1, SBD 4, and SBD 6.1): duly completed and signed by the duly authorised person.
- 2.1.3. Tax clearance certificate and Pin.

If the Bidder failed to comply with any of the administrative requirements, or if ATNS is unable to verify whether the requirements are met, then ATNS reserves the right to-

- a) Reject the bid and not evaluate it, or
- b) Accept the bid for evaluation, on condition that the Bidder must submit within 7 (seven) days any supplementary information to achieve full compliance, provided that the supplementary information is administrative and not substantive in nature.

2.2. Stage 2 : Mandatory requirements

Mandatory Criteria	Proof Required
<p>The bidder must have a minimum of at least three (3) reference letters of current or previous contracts in supplying and delivery of stationery in the five (5) years.</p> <ul style="list-style-type: none"> • Reference letters must be on the client company letterhead which confirms the company is supplying or has previously supplied stationery items. • All reference letters should contain the following details: <ul style="list-style-type: none"> • Client company name, • Name and position of the person whom to contact. • All reference letters should be signed and dated. 	<p>Yes</p>

2.2 Stage 3: Price and Specific Goals

2.2.1 The 80/20 preference points system will be utilised for this RFQ. This preference points system is for the acquisition of goods or services with a Rand value up to R50 million as follows:

Criteria	Means of Verification	Points
Price	Proposed Bid Price	80,00
Preference Points	Specific Goals	20,00
Total Points		100,00

2.2.2 Pricing Schedule

This section provides the tenderer with guidelines and requirements regarding the completion of the Pricing Schedule.

No	Item Description	Quantity	Year 1	Year 2	Year 3	Total for 3 years
1.	Red Files 70mm (10 Pack)	1				
2.	Whiteboard Markers (Assorted Colours) 1 pack of 10	1				
3.	Exam Pad Punchline (100 Sheets)	1				

4.	Heavy Duty Stapler (210 Sheets)	1				
5.	Heavy Duty Staples (1 box of 2500)	1				
6.	Parrot Magnetic White Board (1200mmx900mm)	1				
7.	2 Hole Metal Sharpener	1				
8.	Eraser Staedtler or equivalent	1				
9.	A4 Printer Paper (1 Box of 5 reams)	1				
10.	Black Pen Bic medium click or equivalent Each	1				
11.	Blue Pen Bic medium click or equivalent Each	1				
12.	Red Pen Bic medium click or equivalent Each	1				
13.	Highlighters Staedtler or equivalent (8 Pack each)	1				
14.	Sellotape clear Packaging (48mmx100 each)	1				
15.	Assorted File Dividers PVC (Pack of 10)	1				
16.	12mm 4Ring Blue Files Each	1				
17.	70mm 4 Ring Blue File each	1				
18.	Filing Pockets Thin A 100s	1				
19.	Accessible Files A4 Pink each	1				
20.	Glue Stick 43g (Prit or equivalent)	1				
21.	Bostic 100g or Prestik Equivalent	1				
22.	Elastic Rubber Bands 100g	1				
23.	Paper Clips 50mm 1 box of 100s	1				
24.	Pens pilot fine liner black 1 Box of 12	1				
25.	Pens pilot fine liner blue 1 Box of 12	1				
26.	Pens pilot fine liner red 1 Box of 12	1				
27.	File dividers PVC Asst Col blank Pack of 10	1				
28.	File Dividers PVC Asst 1-31 (Pack of 10)	1				
29.	Filing Pockets Thin A 1 pack of 100s	1				
30.	Accessible Files A4 Pink	1				
31.	Prestik 100 g	1				

32.	Elastic Rubber Bands 100gm 200 x 9mm - Pack of 10	1				
33.	Scissors Stainless Steel	1				
34.	Paper Clips 50 mm 50 peace					
34.	Pens pilot fine liner black (Each)	1				
35.	Pens pilot fine liner blue (Each)	1				
36.	Pens pilot fine liner red (Each)	1				
37.	File dividers PVC Asst Col blank (Pack of 10)	1				
38.	File Dividers PVC Asst 1-30 (Pack of 10)	1				
39.	Filing Pockets Thin A (30- micron 100 Pack)	1				
40.	Accessible Files A4 Pink (Each)	1				
41.	Prestik 100 g	1				
42.	Elastic Rubber Bands 100gm 200 x 9mm - Pack of 10	1				
43.	Office Scissors Stainless Steel	1				
44.	A4 Laminating Pouches (216x303mm) 100 Pack	1				
45.	A4 128 Pages Counter Hard Cover book	1				
46.	Stapler No 56	1				
47.	Staples No 56 (26/6) Box Of 5000 Staples	1				
48.	A4 Laser Labels Colour Code Green A4 Inkjet Laser Labels 100 Sheets	1				
49.	White board marker (Parrot Products Bullet Whiteboard Marker Assorted 6-Pack)	1				
50.	Sign here stickers Index Tabs Sign Here (44x25mm)	1				
51.	Artline 700 Permant marker black (Each)	1				
52.	Highlighters asst colours Highlighters 8 Pack	1				
53.	Prestik - White(100g)	1				
55.	Pens Black (Pilot fine liner or equivalent) Each	1				
56.	Envelopes Manilla A4 (Box of 250)	1				
57.	Refill 0.5 mm HB Leads (4 Pack)	1				
58.	Battery MN2400 AAA Duracell or equivalent 4 Pack	1				
59.	Battery MN1500 AA Duracell or equivalent (4 pack)	1				
60.	Pens Red (Pilot fine liner or equivalent) each	1				

61.	Pencil HB (1 Box of 10)	1				
62.	Pens Black (Bic click or equivalent) (Pack of 2)	1				
63.	Pens Red (Bic Click or equivalent) (Pack of 2)	1				
64.	Pens Blue (Bic click or equivalent) (Pack of 2)	1				
65.	File dividers PVC Assets Col Blank (Pack of 10)	1				
66.	File dividers PVC Asst 1-10 (Pack of 10)	1				
67.	File dividers PVC Asst 1-30 (Pack of 10)	1				
68.	File dividers PVC Asst A-Z (Pack of 10)	1				
69.	Files Blue A4 12mm 4 ring (Each)	1				
70.	25-35 mm PCV 4 ring blue files (Each)	1				
71.	40mm PVC 4 ring blue files (Each)	1				
72.	Files blue A4 70mm 4 ring (Each)	1				
73.	Filing Pockets Thin A (100-Pack)	1				
74.	Tape brown Adhesive 48 X 50mm (Each)	1				
75.	Accessible Files A4 Pink	1				
76.	Prestik 100g	1				
77.	Files Bantax 3200 A4 Esette Folders R&B (Pack of 10)	1				
78.	Rubber Bands 16-100-Pack	1				
79.	Office scissors Stainless steel Tortoise (Each)	1				
80.	Paper Clips (50 mm) 1 Box of 100's	1				
81.	Bother MK-231 12 mm Black/White Tape (Each)	1				
82.	Brother MK-221 9mm Black White tape (Each)	1				
83.	A4 Laminating Pouches 250 Micron (100 Pack)	1				
84.	A4 Laminating pouches 150 micron (100 Pack)	1				
85.	A3 Laminating pocket 250 micron (100 Pack)	1				
86.	Envelopes A4 Brown (1 Box of 250)	1				
87.	Envelopes A4 White (1 Box of 250)	1				
88.	Envelopes Manilla A3 brown (1 Box of 250)	1				

89.	Envelopes Manilla A3 Whites (1 Box of 250)	1				
90.	Exam Pad Punched 100 Pages (Each)	1				
91.	Hard Cover book (2 Quire & 192 Pages)	1				
92.	Wooden four hole puncher (Each)	1				
93.	Heavy duty staples (1 Box of 2500)	1				
94.	Heavy duty stapler (250 sheets each)	1				
95.	Stapler no 56 (Each)	1				
96.	Staples No 56 (1 Box of 5000)	1				
97.	Binding machine (Fellowes) Quasar 500	1				
98.	Parrot Magnetic White Board Eraser (Each)	1				
99.	A4 Laser labels colour code Red (48up A4 Inkjet Laser Labels 100 Sheets)	1				
100.	A4 Laser labels colour code Green (100 sheets)	1				
101.	A4 Laser labels colour code white (100 sheets)	1				
102.	Labels (1 Pack of 250)	1				
103.	Labels Confidential (125 Labels Per Box)	1				
104.	Labels by hand (Box)	1				
105.	Sharpner 2 hotel metal steal (Each)	1				
106.	Eraser (2 Pack) staedler or equivalent	1				
107.	Jiffy Lite G4 240 330 padded envelope (Each)	1				
108.	Jiffy Lite CO 150 210 Padded envelope A5 (Each)	1				
109.	Printer Paper A4 Reams (1 Box of 5 reams)	1				
110.	A3 Printer paper reams (1 Box of 5 reams)	1				
111.	Tape P touch 6mm Tz11 Black/White (Each)	1				
112.	Laminated Tape Black/white 24mm Tz-251 (Each)	1				
113.	Laminated tape 18mm Black/White Tz-241 (Each)	1				
114.	Tape Black/Red 12mm Tz-531 (Each)	1				
115.	Tape Black on red 12mm Tz-431 (Each)	1				
116.	Tape black on red 9mm Tz-421 (Each)	1				
117.	Tape Black on blue 9mm Tz 521 (Each)	1				

118.	Tape black on yellow 9mm Tz-621 (Each)	1				
119.	Brother 36mm TZ-261 black on white tape (Each)	1				
120.	Box of donou A4 100 STK 100 PCS farblos colourless ART NR 1771095-00 (Each)	1				
121.	Brother 36mm TZ0161 Black on clear (Each)	1				
122.	Red files 70mm (Each)	1				
123.	File dividers alphabetical & big tapes (Each)	1				
124.	Dividers A4 Paper 10-tab pos white rainbow (Each)	1				
125.	Sign here stickers Flags Sign Here (150 Flags)	1				
126.	Whiteboard markers (Assorted colours) 1 Pack of 10	1				
127.	Files Bantax 3200 A4 Esette folders R&B (Each)	1				
128.	Marker Pen Artline 70 black (Each)	1				
129.	Artline 700 perm marker black (Each)	1				
130.	Marker Pen Artline 70 black (Each)	1				
131.	Artline 700 perm marker black (Each)	1				
132.	Box (100 Units) – 19mm Black plastic comb binders	1				
133.	Box (100 Units) – 16mm Black plastic comb binders	1				
134.	Claw Style Staple Remover (Each)	1				
136.	Label Maker Machine Tape (Each)	1				
136.	Roll of clear, self-adhesive book wrap-Butterfly stationery	1				
137.	A4 Accessory file red (Each)	1				
138.	A4 Accessory file blue (Each)	1				
139.	Heavy duty plastic pockets (100 Sheets)	1				
140.	Pritt Glue stick 43g	1				
Sub-Total						
Vat @15%						
Total						

NB:

- The Bid will be awarded on a rate base.

- **Unit Prices must be VAT Inclusive.**
- Service providers are required to send quotation on a company’s letter head that is in line with the pricing schedule below.
- Quotations that are not in line with the pricing schedule will not be accepted.
- The pricing schedule must be fully completed (100%) and submitted. Failure to comply with this instruction will result in the bid being disqualified.

NAME OF THE COMPANY.....

DESIGNATION.....

SIGNATURE.....

CSD NUMBER.....

2.3.1 Specific Goals

The Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

ATNS Preferential Procurement (PP) requirements as per the ATNS Supply Chain Management Policy, states that ATNS shall deal with suppliers in accordance with the ATNS specific goals. The application of the specific goals will be per request, per tender up to the maximum points as per the applicable pricing formula, the 80/20 system.

Suppliers not meeting the requirements of the Preferential Procurement are required to clearly identify any possible teaming arrangement which could be established with South African B-BBEE compliant enterprises Any workable plan to train and promote black businesses or individuals through meaningful participation in this project will be considered favourably by the Company during the RFQ evaluation process.

Partnership must be in the form of Joint Venture Agreement or Consortium Agreement between compliant B-BBEE and non-B-BBEE Organisation/or foreign supplier in order to meet the policy requirements.

All responsive tender offers shall be evaluated in terms of Price and ATNS specific goals. The 80/20 Preference Point System shall be applicable in accordance with the Preferential Procurement Framework Act (No.5) of 2000.

2.3.1.1 The following allocation will determine the specific goals (20.00 points) for this tender process:

Category	Points allocated
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA)	10,00

Category	Points allocated
30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA)	10,00
Total	20,00

2.3.1.2 Bidders must submit the following documents as a means of verification for specific goals:

- (a) CIPC documents (company registration documents),**
- (b) Shareholder certificates, and**
- (c) Copy/ies of Identity document(s) for shareholder(s).**

Bidders who fail to submit the above documents will not qualify for points allocated for specific goals.

3 SECTION C: STANDARD BIDDING DOCUMENTS

SBD1: INVITATION TO BID PART A

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE AIR TRAFFIC AND NAVIGATION SERVICES SOC LIMITED (ATNS)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	11:00 AM
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE FORWARDED TO RFQs@atns.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	JABU SUKE		CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	jabus@atns.co.za		E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL	[TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	

VERIFICATION CERTIFICATE	<input type="checkbox"/> Yes <input type="checkbox"/> No		<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]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?		<input type="checkbox"/> YES <input type="checkbox"/> 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.
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:

.....



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 interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1. If so, furnish particulars:

.....

2.3. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3. DECLARATION

I, _____ the _____ undersigned,

¹ 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.

(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 consortium² 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.
- 3.5. 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.
- 3.6. 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.
- 3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

² 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.



SBD 6.1: 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).

1.2 **To be completed by the organ of state**

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

1.3 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.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

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

1.5 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.

1.6 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:

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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:





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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = 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 tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA) 10 30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA) 10	10	
51% Black Owned Suppliers (Section 2(1)(d)(i) of the PPPFA) 10 30% Black Woman Owned Suppliers. (Section 2(1)(d)(i) of the PPPFA) 10	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:



GENERAL CONDITIONS OF CONTRACT

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards

5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices

1. Definitions

The following terms shall be interpreted as indicated:

1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.

1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.

1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.

1.5 “Countervailing duties” are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.

1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.7 “Day” means calendar day.

1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.

1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.

1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.

1.11 “Dumping” occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

1.12 “Force majeure” means an event beyond the control of the supplier and not involving the supplier’s fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

1.13 “Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.

1.14 “GCC” means the General Conditions of Contract.

1.15 “Goods” means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.

1.16 “Imported content” means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

1.17 “Local content” means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.

1.18 “Manufacture” means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.

1.19 “Order” means an official written order issued for the supply of goods or works or the rendering of a service.

1.20 “Project site,” where applicable, means the place indicated in bidding documents.

1.21 “Purchaser” means the organization purchasing the goods.

1.22 “Republic” means the Republic of South Africa.

1.23 “SCC” means the Special Conditions of Contract.

1.24 “Services” means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause

5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause

5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.

7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.

7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:

- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
- (b) a cashier's or certified cheque

7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

8.1 All pre-bidding testing will be for the account of the bidder.

8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.

8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.

8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.

8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.

8.7 Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to

substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

(d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and

(e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

(a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and

(b) in the event of termination of production of the spare parts:

(i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.

16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.

16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.

16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts 20.1

The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or

countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

28. Limitation of liability

27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

27.5 Notwithstanding any reference to mediation and/or court proceedings herein,

- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
- (b) the purchaser shall pay the supplier any monies due the supplier.

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;

- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

29. Governing language

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

34 Prohibition of Restrictive practices

33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.