



Companies and Intellectual
Property Commission

a member of **the dti** group

TERMS OF REFERENCE (TOR)

CIPC BID NUMBER: 14/2019/2020

DESCRIPTION: SUPPLY AND DELIVERY OF STATIONERY, PHOTOCOPYING PAPER AND COMPUTER CONSUMABLES TO COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC) ON A 'AS AND WHEN REQUIRED BASIS'

CONTRACT PERIOD: THIRTY SIX (36) MONTHS

NO BRIEFING SESSION



TERMS AND CONDITIONS OF REQUEST FOR TENDER (RFP)

1. CIPC's standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. Any bidder who has reasons to believe that the RFP specification is based on a specific brand must inform CIPC before BID closing date.
4. Bidders are required to submit an original Tax Clearance Certificate for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of this RFP. Certified copies of the Tax Clearance Certificate will not be acceptable.
5. No services must be rendered or goods delivered before an official CIPC Purchase Order form has been received.
6. This RFP will be evaluated in terms of the **80/20** system prescribed by the Preferential Procurement Regulations, 2001.
7. The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amended/corrupted/distributed/permanently stored/copied by the service provider) for the duration of the contract and thereafter. Failure to submit will invalidate the bid proposal.
8. CIPC reserves the right to negotiate with the successful bidder on price.
9. The service provider must ensure that their work is confined to the scope as defined.
10. Travel between the consultant's home, places of work to the DTI (CIPC) vice versa will not be for the account of this organization, including any other disbursements.
11. The Government Procurement General Conditions of contractors (GCC) will apply in all instances.
12. As the commencement of this project is of critical importance, it is imperative that the services provided by the Service Provider are available immediately. Failing to commence with this project immediately from date of notification by CIPC would invalidate the prospective Service Provider's proposal.
13. No advance payment(s) will be made. CIPC will pay within the prescribed period as per the PFMA.
14. **All prices quoted must be inclusive of Value Added Tax (VAT)**
15. **All prices must be valid for 120 days**
16. The successful Service Provider must at all times comply with CIPC's policies and procedures as well as maintain a high level of confidentiality of information.
17. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner or his/her delegate.
18. The successful bidder must ensure that the information provided by CIPC during the contract period is not transferred/copied/corrupted/amended in whole or in part by or on behalf of another party.
19. Further, the successful bidder may not keep the provided information by way of storing/copy/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation. As such all information, documents, programs and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner or his delegate.



20. The service provider will therefore be required to sign a declaration of secrecy with CIPC. At the end of the contract period or termination of the contract, all information provided by CIPC will become the property of CIPC and the service provider may not keep any copy /store/reproduce/sell/distribute the whole or any part of the information provided by CIPC unless authorized in terms of the declaration of secrecy.
21. The Service Provider is restricted to the time frames as agreed with CIPC for the various phases that will be agreed to on signing of the Service Level Agreement.
22. CIPC will enter into Service Level Agreement with the successful Service Provider.
23. **CIPC reserves the right not to award this bid to any prospective bidder or to split the award.**

24. Fraud and Corruption:

The Service Provider selected through this Terms of Reference must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, CIPC Defines, that for such purposes, the terms set forth will be as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of CIPC or any personnel of Service Provider(s) in contract executions.
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to CIPC, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive CIPC of the benefits of free and open competition;
- iii. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work;
- iv. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract;
- v. CIPC shall reject a proposal for award, if it determines that the bidder recommended for award, has been engaged in corrupt, fraudulent or unfair trade practices;
- vi. **CIPC also reserves the right to terminate this Agreement by giving 10 (ten) business days written notice to the service provider due to any perceived (by CIPC) undue reputational risk to CIPC which CIPC can be exposed to resulting from the service provider or its management/directors being found to be involved in unethical behavior, whether in its dealings with CIPC or any other business dealings.**

Note: "Unethical behavior" includes but not limited to an action that falls outside of what is considered morally right or proper for a person, a profession or an industry



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- vii. CIPC shall declare a Service Provider ineligible, either indefinitely or for a stated period of time, for awarding the contract, if at any time it determines that the Service Provider has been engaged in corrupt, fraudulent and unfair trade practice including but not limited to the above in competing for, or in executing, the contract.
- viii. The service provider will sign a confidentiality agreement regarding the protection of CIPC information that is not in the public domain.

I, the undersigned

(NAME).....certify that:

I have read and understood the conditions of this Request for Proposal (RFP).

I have supplied the required information and the information submitted as part of this RFP is true and correct.

.....
Signature

.....
Date



1. INTRODUCTION

The Companies and Intellectual Property Commission (CIPC), a member of the “**the dti group**”, (Department of Trade and Industry) is responsible for the registration of companies, external companies and co-operatives; registration of intellectual property rights; maintenance of information on its registers; promotion of education and awareness of company and intellectual property law; promotion of compliance with relevant legislation; and efficient and effective enforcement of all relevant legislation.

2. Background

The Companies and Intellectual Property Commission with its Head office in Pretoria and with Service Centres located in Johannesburg, Pretoria and Cape Town require the service for the supply and delivery of various stationery items and computer consumables.

The Supply Chain Unit is in charge will the responsibility for sourcing goods and services on behalf of the Companies and Intellectual Property Commission. In executing the task, the organisation is responsible for ensuring that the maximum competition in the procurement process is reached. Amongst the items procured are items that form part of the day to day activities of the CIPC.

Due to the administrative process involved in procuring office consumables and the number of user departments in the CIPC, the supply chain unit has resolved to procure office consumables items on a contract basis as and when required.

3. Objective

The objective is to appoint a service provider, to supply and deliver listed and non- listed stationery items and computer consumables as and when required for a period of thirty six (36) months. With the appointment of a service provided on a contract basis the following is envisaged:

- Reduction in the number of quotation requests
- Improved turn-around times for obtaining purchase orders and delivery of stationary items/computer consumables
- More focused approach to the core function of the Commission

4. Scope of Work

- i. Supply and delivery of the various stationery and papers well as computer consumables on an “**as and when required**” **basis for a maximum period of thirty six (36) months.**
- ii. Delivery of urgent requests as and when required
- iii. It is required of the service provider to tend to delivery of the various stationery and photocopying paper directly to the official's office/work station.
- iv. Stationery, paper and computer consumer items not listed as per general stationery items will be required as and
- v. when subject to approval by both parties



- vi. All stationery and paper/consumables should be **original and as specified as per the attached list marked as Annexures A**
- vii. The service provider will be expected to provide general advisory services and reports with regards to stationery consumption for the duration of the contract.
- viii. The service provider will be required to deliver stationery orders to the Self Service Terminal offices in Johannesburg and Cape Town at no additional costs. The service provider will be provided with the physical address of a respective SST's office as per Service Level Agreement.
- ix. The service provider will be required to deliver CIPC orders to the regional offices located in Pretoria, Arcadia, Johannesburg and Cape Town at no additional costs. The service provider will be provided with the physical address of a respective regional office as per request/Order.
- x. It will be expected of the service provider to receive and translate CIPC orders and deliver in terms of the stipulated timeframe and agreed Service Level Agreement

5. PROJECT OUTPUTS/OUTCOMES

- Ensure availability to respond to any queries that may arise during the contract period pertaining to stationery.
- Deliver stationery / paper and computer consumables to CIPC within agreed time frames and cost

6. REPORTING REQUIREMENT

- The service provider will report to the Director: SCM on a monthly basis. A detailed report on the service rendered will be discussed and submitted to the project manager.
- Monthly Age Analysis and Statement

7. GENERAL STATIONARY ITEMS (See attached list with bill of quantities) ANNEXURE "A"

- i. NB: Total price will be used for comparative evaluation and comparative purpose.
- ii. Please note that new items not listed above might be added to the contract as and when required subject to approval by both parties.

8. COMMUNICATION

Communication will be done as follows:

- Introductory meeting at CIPC offices to give background and discuss expectations.

9. DELIVERY OR THE SUPPLY OF THE STATIONERY

Goods may only be handed or delivered to CIPC officials on producing an official municipal purchase order. CIPC will not accept any responsibility for the payment of any invoices submitted by a successful bidder(s) if the relevant invoices does not reflect an official CIPC order number. Goods must be delivered within twenty-four (24) hours after the receipt of a purchase order.



10. **DURATION OF CONTRACT**

The duration of the contract will be for a period of thirty-six (36) months. Orders will be placed on an “**AS AND WHEN REQUIRED**” basis and delivery period should be **within twenty-four (24) hours**.

11. **COSTING**

The successful bidder(s) pricing will be adjusted annually. CIPC will not accept any request for price adjustment other than the adjustment stated below. Price adjustments will be done in accordance with the government escalation formula as stated elsewhere in these document.

- **CIPIX Index**
- **PPI Index**
- **Bidder are requested to indicate if their prices are fixed or not fixed for the duration of the year. The price must be valid for 120 days.**
- **VAT must form part of the submitted pricing bid**

11.1 **PRICE MUST INCLUDE THE FOLLOWING**

Prospective bidders must submit a comprehensive proposal. The [onus is upon the prospective bidders to take into account](#)

- The proposal with supporting documents and the price schedule, must be submitted in [separate envelopes](#) as this will be attended to separately. Price should include all associated costs for the duration of the project, i.e. travel, parking, etc. and inclusive of VAT.
- All prices must be VAT inclusive and quoted in South African Rand (ZAR).
- **Price must be carried over to SBD 3**
- **Unit price to be provided for each item (refer to attached list of items Annexure “A”**
- The price envelop must be marked with the bidder's name
- **[NB The total price must be carried over to the pricing schedule and will be used to evaluate the bids. PRICE CARRIED OVER TO SBD FORM 3 AND SBD FORM 1 MUST INCLUDE ALL COSTS FOR THE DURATION OF ALL PERIOD STATED ABOVE UNDER PRICING. FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY INVALIDATE THE BID.](#)**

11.2 **STATED QUANTITIES**

- Please note that all quantities stated in the Bill of Quantities of this bid document are estimated quantities.
- Due to nature of this commodity, the bid document will only reflect a quantity of 1(one) next each line item.
- This quantity of 1(one) is not an indication that CIPC only intends to buy one of each product or make use of a service once. **See attached list of Stationery and Consumables Items (Annexures A)**

Please note: CIPC is not under any obligation to procure all of the indicated products or services stated in the Bill of Quantities during the duration of the contract. Quantities are not guaranteed as they are subject to vary month to month as per CIPC needs. The total price must be carried over to the pricing schedule and will be used to evaluate the bids.



IMPORTANT NOTICE:

The supplier must be able to accommodate other items that are not in the list when required at a reasonable price.

SEE ATTACHED ANNEXURE “A” FOR STATIONERY AND CONSUMABLES

• **Annexure A: Stationery Items**

12. Documentation to be submitted (to be used for evaluation purposes)

- All of the documentation described below must be submitted, with no omissions whatsoever. Failure to adhere to those requirements may result in the rejection of the entire submission.

The proposal is to include the following:

1. Updated comprehensive Company Profile. (Company history, services rendered, members, employees, operations, references, etc.)
2. Bidders must submit a catalogue of proposed products.
3. Bidders must submit proof of ownership of vehicle/s, certified copies of valid registration certificate/s and roadworthy registration certificate/s of all vehicles suitable for the successful execution of the contract. In the event where the bidder is not the owner of the vehicle/s to be used for delivery, a valid agreement between the affected parties must be attached as well as certified copies of valid
 - registration certificate/s of all proposed vehicles.

Bidders must submit the following additional information:

- Details of helpdesk specifying logging & tracking of orders and escalation procedures
 - Dedicated account manager
 - Replacement of defective items within seven (7) working days
 - Delivery schedule
 - A minimum of three (3) months warranty on items that qualify warranty please provide when you delivering goods
4. Bidders must have the capacity to deliver within a minimum delivery period should be within twenty-four (24) hours
 5. The latest Audited Financial Statements for the Company (last 2 years). (To be attached in bid)
 6. List of at **least (3)** contactable references in respect of the “Company”
 - NB Please attach **testimonial letters** from clients where they have implemented similar projects.
 - **Bidders to complete information as per the format in Table 1 below**



13. **SPECIAL CONDITIONS**

The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amend/corrupt/distribute/permanently store/copy by the service provider) for the duration of the contract and thereafter. Failure to submit will invalidate the bid proposal.

- 1) CIPC reserves the right to negotiate with the successful bidder on price
- 2) The service provider must ensure that their work is confined to the scope as defined.
- 3) Travel between the service provider's premises / place of work to the **dti** (CIPC) vice versa will not be for the account of this organization, including any other disbursements.
- 4) Government Procurement General Conditions of contract (GCC) as issued by National Treasury will be applicable on all instances. The general conditions is available on the National Treasury website (www.treasury.gov.za)
- 5) No advance payment will be made. Payment would be made in terms of the deliverables or unless otherwise agreed upon by CIPC and the successful bidder. CIPC will pay within the prescribed period according to PFMA – payment will be affected within 30 days of receipt of an invoice provided the goods/products are delivery in accordance with the TOR's as specified and a signed and dated goods delivery note accompanies such invoice/s. Invoices are to be issued in accordance with the internal requisition/s placed per cost center as each cost center is accountable for their budget.
- 6) The price quoted by the prospective service provider must include Value Added Tax (VAT).
- 7) The successful bidder must at all times comply with CIPC's policies and procedures as well as maintain a high level of confidentiality of information.
- 8) the successful bidder must ensure that the information provided by CIPC during the contract period is not Transferred / copied/corrupted/amended in whole or in part by or on behalf of another party.
- 9) Further, the successful bidder may not keep the provided information by way of storing/copying/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation.
- 10) As such all information, documents, programs and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner or his delegate.
- 11) The service provider will therefore be required to sign a declaration of secrecy with CIPC. At the end of the contract period or termination of the contract, all information provided by CIPC will become the property of CIPC and the service provider may not keep any copy /store/reproduce/sell/distribute the whole or any part of the information provided by CIPC unless Authorized in terms of the declaration of secrecy.
- 12) The service provider will be required to sign a service level agreement (SLA) with CIPC prior to the commencement of the contract.
- 13) As the commencement of this project is of critical importance, it is imperative that the prospective contractor is available immediately. Failing to commence with this project immediately from date of notification by CIPC would invalidate the prospective service provider's proposal.
- 14) CIPC reserves the right not to award this bid to any prospective bidder or to split the award.
- 15) **CIPC SHALL CONDUCT SITE VISIT WITH THE RECOMMENDED/ HIGHEST SCORING BIDDER PRIOR THE ISSUING OF A LETTER OF AWARD**



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List of at least (3) contactable references in respect of the “Company” **NB** Please attached testimonial letters from client where they have implemented similar projects.”. (This information should be provided to address functional evaluation criteria number 2 (To be attached to bid).

TABLE 1: BIDDERS TO PROVIDE INFORMATION AS PER THE FORMAT BELOW: SUMMARY OF PAST EXPERIENCE

Project Description	Name of Client	Client Contact Details	Duration	Contract Value R



14. Evaluation Process (Criteria)

The evaluation process will be done in accordance with the following criteria.

Bids will be evaluated in accordance with the **80/20** preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

14.1 Evaluation (Phases)

The evaluation will be completed in 3 phases:

Phase 1: Compliance to minimum requirements

Phase 2: Functional Evaluation

Phase 3: Pricing and Preferential Procurement policy

PHASE 1: COMPLIANCE TO MINIMUM REQUIREMENTS

During Phase 1 all bidders will be evaluated to ensure compliance to minimum document requirements. Without limiting the generality of the CIPC's other critical requirements for this Bid, bidder(s) **must submit the documents** listed in the **Table** below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During these phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal *may* be disqualified for non-submission of any of the documents

Item No	Document that must be submitted	Compliance provide ANSWER: Yes /No	Non-submission may result in disqualification
1.	Invitation to Bid – SBD 1		Complete and sign the supplied pro forma document.
2.	Tax Status – SBD1		a) Bidders must submit Tax Clearance Certificate (TCC) PIN b) The TCS PIN will be used for the verification of tax compliance status a Bidder
	Company Registration Certificate.		Certified copies to be attached
3.	Declaration of Interest –SBD 4		Complete and sign the supplied pro forma document.
4.	Preference Point Claim Form – SBD 6.1		Non-submission will lead to a zero (0) score on BBBEE
5.	Declaration of Bidder's Past Supply Chain Management Practices – SBD 8		Complete and sign the supplied pro forma document.
6.	Certificate of Independent Bid Determination – SBD 9		Complete and sign the supplied pro forma document.
7.	Registration on Central Supplier Database (CSD)		The Service Provider is encouraged to be registered as a service provider on the Central Supplier Database (CSD). Visit https://secure.csd.gov.za/ to obtain your Vendor number. Submit PROOF of registration on the Central Supplier Database (CSD Report) SUBMIT SUPPLIER NUMBER AND UNIQUE NUMBER
8.	Pricing Schedule		a. Submit full details of the pricing proposal in a separate envelope. b. Price must be carried over to SBD 3 c. The price envelop must be marked with the bidder's name FAILURE TO COMPLY WILL RESULT IN DISQUALIFICATION
9	IMPORTANT: Bidders must respond systematically and address separately and clearly marked all requirements, indicate understanding, approach, methodology,		<u>The following documents need to be submitted as part of the proposal and will be used during the evaluation</u> a) Bidders to provide all information stated on page 8 of 17 of the TOR. The information will be used for evaluation purposes. b) The latest Audited Financial Statements for the Company (last 2 years). c) List of at least (3) contactable references and testimonial letters to be attached (Refer to format Table 1 above page 10 of 17 of this TOR)

ALL BIDDERS THAT COMPLY WITH THE MINIMUM REQUIREMENTS WILL ADVANCE TO PHASE 2.



PHASE 2: EVALUATION CRITERIA

All bidders that advance to Phase 2 will be evaluated on the functionality as presented on the bid response by the same panel as for phase 1.

BIDDERS SCORING 60% OR HIGHER WILL ADVANCE TO PHASE 3.

No	Functionality: Evaluation Criteria	RATING					WEIGHT	TOTAL SCORE
		1	2	3	4	5		
1.	THE COMPANY EXPERIENCE							
	<p>Demonstrate the company experience in similar projects</p> <p>1= 1 Experience less than 2 years</p> <p>2 = 2 Experience greater than 2 years, but not more than 3 years</p> <p>3 = 3 Experience greater than 3 years, but not more than 4 years</p> <p>4 = 4 Experience greater than 4 years, but not more than 5 years</p> <p>5 = 5 Experience greater than 5 years</p>						25	
2.	REFERENCES							
	<p>The bidders must provide a minimum of three (3) testimonial letters from clients where they have implemented similar projects. The reference must include the following:</p> <ul style="list-style-type: none"> ✓ Description of the contract ✓ Duration of the contract ✓ Contract amount ✓ Client scoring from 1- to 10 scale (This must be provided by the client) <p>1= No testimonial letters for similar solution</p> <p>2= Two (2) testimonial letters for similar projects with clients scores not exceeding 5</p> <p>3= three (3) testimonial letters for similar projects with clients scores of 5</p> <p>4=Four (4) testimonial letters for similar project with clients scores more than 5 to 8</p> <p>5= Five (5) or more testimonial letters for similar project with client scores of 9 to 10</p> <p><i>Bidder are requested to provide a list as per Table 1. Testimonial letters from the clients in clients letterhead as well as authorized signatures must be attached to the proposal</i></p>						25	
3.	KNOWLEDGE AND UNDERSTANDING OF PROJECT SCOPE							
	<p>Delivery Methodology/Project Plan:</p> <p>Submit a detailed Project Plan showing proposed approach & methodology, timeframes & key milestones for the execution of the project.</p> <p>1 = no project plan:</p> <p>2 =, project plan partly or not meeting the above</p> <p>3 = project plan meeting above criteria:</p> <p>4 = detailed project plan with additional information exceeding above criteria but without samples, template and project tools used in previous projects</p> <p>5= detailed project plan with additional information exceeding above criteria but with samples, template and project tools used in previous projects plus tools and techniques</p>						25	
4.	COMPANY CAPABILITIES AND RESOURCES:							
	<p>Demonstrate company Capabilities and Resources:</p> <p>In-house capabilities/Resources (Warehouse, Tools, Asset list, Vehicle List and equipment). Delivery/logistics plan on how orders, deliveries and invoices will be handled. Make reference to software and methodology for placing orders.</p> <p>1 = no demonstration of resources, warehouse, tools software deliveries and logistics plan</p> <p>2 = limited demonstration not covering part of the above</p> <p>3 = Demonstration indicating resources, warehouse, tools/equipment software and methodology as requested</p> <p>4 = detailed demonstration indicating resources, warehouse, tools/equipment software and methodology as requested with logistic plan</p> <p>5= Detailed demonstration indicating resources, warehouse, tools/equipment software and methodology with logistic delivery plan as requested and order management systems</p>						25	
	TOTAL						100	



Note:

1. Functionality will count out of 100 points. Bidders must achieve a minimum score of **60 points out of 100** on the functionality evaluation to proceed to the next phase.
2. **BIDDERS THAT ACHIEVE LESS THAN 60 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR FURTHER EVALUATION**

PHASE 3: PRICING AND PREFERENTIAL PROCUREMENT POLICY

Please Note: CIPC 6.1 Preference Points Claim Form in terms of the PPPFA is attached for claiming above mentioned points, if not completed the company will automatically score 0 points.

Preferential Procurement Policy

The bidders that have successfully progressed will be evaluated in accordance with the **80/20** preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

Pricing

Pricing will be calculated using the lowest price quoted as the baseline, thus the lowest price quoted will achieve full marks, while all other quotes will achieve a weighted average mark based on the lowest price.

Description	Total
Price	80
BBBEE	20
Total	100

- Provide fixed price quotation for the duration of the contract
- Cost must be VAT inclusive and quoted in South African Rand
- Costing should be aligned with the project activities / project phases

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

- Provision of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its regulations 2017 will apply in terms of awarding points.
- Preference Points Claim Form, SBD 6.1 should be completed and signed by the bidder to be able to claim preference points.
- Calculation of points for B-BBEE status level contributor:
- Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:
- Failure to submit a certificate from accredited verification agency substantiating the B-BBEE status level of contribution or is a non-compliant contributor, such bidder shall score 0 points out of the allocated maximum points for B-BBEE.

The bidder with the highest score will be recommended as the successful service provider.

9. BRIEFING SESSION

Bidders to note that there will be no briefing session for this tender

BRIEFING SESSION/ SITE VISITS	THERE IS <u>NO</u> BRIEFING SESSION FOR THIS TENDER
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10. SUBMISSION OF PROPOSALS

Sealed proposals will be received at the Tender Box at the Reception, 77 Meintjies Street, Sunnyside, **the dti** campus, Block F.

Proposals should be addressed to:

Manager (Supply Chain Management)
Companies and Intellectual Property Registration Office
Block F, **the dti** Campus, 77 Meintjies Street,
Sunnyside
PRETORIA

11. ENQUIRIES

A. Supply Chain Enquiries

Mr Solomon Motshweni OR Ms Ntombi Maqhula
Contact No: (012) 394 3971 /45344
E-mail: SMotshweni@cipc.co.za OR Nmaqhula@cipc.co.za

B. Technical Enquiries

Mr Hans Mmako
E-mail: hmmako@cipc.co.za

12. AVAILABILITY OF THE RFP DOCUMENT

Can be requested via email: nmaqhula@cipc.co.za OR downloaded from CIPC website: www.cipc.co.za AND National Treasury E-tender portal

13. BIDS DETAILS

BIDS OPENING DATE: 01 NOVEMBER 2019
BIDS CLOSING TIME: 11: 00 AM
BIDS CLOSING DATE: 29 NOVEMBER 2019

NB: IT IS THE PROSPECTIVE BIDDERS' RESPONSIBILITY TO OBTAIN BID DOCUMENTS IN TIME SO AS TO ENSURE THAT RESPONSES REACH CIPC, TIMEOUSLY. CIPC SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN THE POSTAL SERVICE.

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED IN TIME TO THE CORRECT ADDRESS. LATE PROPOSALS WILL NOT BE ACCEPTED FOR CONSIDERATION



ANNEXURE "A"

GENERAL STATIONARY AND ICT CONSUMABLE ITEMS (BILL OF QUANTITIES)

ITEM CODE	DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL PRICE INCLUSIVE VAT
BAND-001	Band Rubber - no.19	Bx	1		
BAND-002	Band Rubber - no.32	Bx	1		
CLIP-001	Clips Foldback 19mm	Bx/12	1		
CLIP-004	Clips Foldback 51mm	Bx/12	1		
CAL-001	Calculator Scientific	Each	1		
COMP-001	PC cleaning spray	Each	1		
COMP-002	PC screen wipes	Each	1		
ENVE-001	Window envelopes (medium)	Each	1		
ENVE-002	Brown envelopes (Large)	Each	1		
ENVE-003	Envelope Letter Opener	Each	1		
ERAS-001	Whiteboard Eraser	Each	1		
FILE-005	File dividers - A4 (1/10) PVC	Set	1		
FILE-006	File dividers - A4 (A-Z) PVC	Set	1		
FILE-007	File Dividers (1-20) PVC	Set	1		
FILE-008	File Duraplus File covers - Black (2579)	Each	1		
FILE-009	File Duraplus File covers - Blue (2579)	Each	1		
FILE-010	File Duraplus File covers - Green (2579)	Each	1		
FILE-011	File Duraplus File covers - Grey (2579)	Each	1		
FILE-012	File Duraplus File covers - Red (2579)	Each	1		
FILE-013	File Duraplus File covers - White (2579)	Each	1		
FILE-014	File Duraplus File covers - Yellow (2579)	Each	1		
FILE-015	File 2 Ring 60mm Overlay PVC white	Each	1		
FILE-016	File Ringbinder 2 ring PVC Overlay - 25mm white	Each	1		
FILE-019	Lever arch file 70mm (Hardboard cover)	Each	1		
FILE-021	Close bag files and Sorter(ready sorter-A-Z)	Each	1		
GLUE-001	Adhesive glue (office paste)250ml	Each	1		
GLUE-002	Adhesive glue : Pritt 22g	Each	1		
PAPE013	Photocopier Paper White –A4, 80GM	Each	1		
PAPE-014	A3 Photocopy paper	Bx	1		
PAPE-002	Paper Carton (A4): 160gsm – buff	Pk/100	1		
PAPE-003	Paper Carton (A4): 160gsm – gold	Pk/100	1		
PAPE-004	Paper Carton (A4): 160gsm - light blue	Pk/100	1		
PAPE-005	Paper Carton (A4):160gsm – Yellow	Pk/100	1		
PAPE-006	Paper Carton(A4): 160gsm – Pink	Pk/100	1		
PAPE-007	Paper Carton(A4): 160gsm – white	Pk/100	1		
PAPE-009	Paper binders 76mm (649)	Bx	1		
PAPE-010	Paper binders 32mm (645)	Bx	1		
PAPE-011	Paper clips: 50 mm	Bx	1		



Annexure "A" Continuation

ITEM CODE	DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL PRICE INCLUSIVE VAT
PAPE-012	Paper clips: 33mm	Bx	1		
PENS-001	Highlighter – blue	Each	1		
PENS-002	Highlighter – green	Each	1		
PENS-003	Highlighter – orange	Each	1		
PENS-004	Highlighter – pink	Each	1		
PENS-005	Highlighter – yellow	Each	1		
PENS-006	Marker White Board (Green)	Each	1		
PENS-007	Marker White Board (Black)	Each	1		
PENS-008	Marker White Board (Blue)	Each	1		
PENS-009	Marker White Board (Red)	Each	1		
PENS-010	Marker Permanent marker (Artline 70) – red	Each	1		
PENS-011	Marker Permanent marker (Artline 70) – black	Each	1		
PENS-012	Marker Permanent marker (Artline 70) – blue	Each	1		
Pads-001	Mouse Pad	Each	1		
PENS-014	Pen - black (medium) crystal	Each	1		
PENS-016	Pen - fineliner (black) Pilot	Each	1		
PENS-017	Pen - fineliner (red) Pilot	Each	1		
PENS-018	Pen - red (medium) crystal	Each	1		
PENS-019	Pens-Tippex Correction Pen Staedtler	Each	1		
PENS-020	Pencil HB (Staedtler)	Each	1		
SELL-002	Sellotape - 50mX50mm - clear	Each	1		
STAP-001	Rexel Staple Machine: Standard	Each	1		
STAP-002	Stapler Machine Giant (Acco Rexel Gladiator) No 23	Each	1		
STAP-003	Giant Rexel Stapler machine (No.66)	Each	1		
STAP-004	Staples Remover	Each	1		
STAP-006	Rexel Staples - 26/6 (Standard)	Each	1		
STAP-008	Rexel Staples 66/11	Each	1		
STAP-009	Rexel Staples 23/13	Each	1		
STAP-010	Rexel Staples 66/14	Each	1		
STAT-004	Eraser pencil	Each	1		
STAT-005	Fingercones "0"	Pk/10	1		
STAT-006	Fingercones "1"	Pk/10	1		
STAT-007	Ink Trodat 7011 Black	Each	1		
STAT-010	Post it flags assorted (25,4mmX43,2mm)	Each	1		
STAT-012	Plastic pockets (with hole)	Pk	1		
STAT-013	Post-it pads - 76mm x 76mm	Pd	1		



Annexure "A" Continuation

ITEM CODE	DESCRIPTION	UOM	QUANTITY	UNIT PRICE	TOTAL PRICE INCLUSIVE VAT
STAT-014	Prestik	Ea	1		
STAT-015	Pencil sharpner 1 hole steel	Ea	1		
STAT-016	Punch UNO SENIOR two hole heavy duty Wood base	Each	1		
STAT-017	Punch 2 hole (Standard)	Each	1		
STAT-019	Rulers 30cm	Each	1		
STAT-020	Scissor - 215 mm	Each	1		
STAT-021	Tags Indian - 89mm (Treasury tags: Lace files)	Each	1		
STAT-024	Ink Trodat 7011 Red	Each	1		
STAT-025	UNO One Hole Heavy Duty Punch	Each	1		
LAM-001	Lamination Pouch A4	Each	1		
LAM-002	Lamination Pouch A3	Each	1		
CHARG-001	Charger with cable compatible to HP and dell Latops	Each	1		
KEYB-001	USB keyboards for HP ProOne 600 G4	Each	1		
RIBB001	SA Flag Ribbon(Sample can be provided)	Roll	1		
MOUSE--01	USB Mouse compatable to HP and Dell devises	Each	1		
DOCK-001	Docking stations for HP and Dell laptops	Each	1		
HARD-001	External Hardrives	Each	1		
TOTAL				R	R

- **NB** The total price must be carried over to the pricing schedule and *will be used to evaluate the bids*.
- **PRICE CARRIED OVER TO SBD FORM 3 AND SBD FORM 1 MUST INCLUDE ALL COSTS FOR THE DURATION OF ALL**
- **PERIOD STATED ABOVE UNDER PRICING.**
- Bidder are requested to indicate if their prices are fixed or not fixed for the duration of the year.
- The price must be valid for 120 days

FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY INVALIDATE THE BID.