



RFP NUMBER:	RFP/SASSETA/21221007
DESCRIPTION:	Appointment of a panel of three (3) service providers to supply and deliver office stationery from date of appointment until 31 st March 2025
PUBLISH DATE:	05 April 2022
CLOSING DATE:	29 April 2022
CLOSING TIME:	11h00
COMPULSORY BRIEFING SESSION	N/A
VALIDITY PERIOD:	120 Days from the closing date
SUBMISSION OF PROPOSALS	Proposals to be submitted electronically via email to stationery@sasseta.org.za OR Be couriered, posted or hand delivered via hardcopy to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090
ATTENTION:	
<p>NB: Proposals to be submitted electronically via email to stationery@sasseta.org.za or be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090, for the attention of Mr Thapelo Motlhaga.</p> <p>This email address (stationery@sasseta.org.za) is for submission of tender proposals only and will only be accessed after the tender closing date and time.</p> <p>Queries related to this tender are to be sent to scm02@sasseta.org.za.</p>	

NB: The SASSETA logo should not be displayed in any shape or form on proposals sent to SASSETA for consideration.

DOCUMENTS IN THIS BID DOCUMENT PACK

Bidders are to ensure that they have received all pages of this document, which consist of the following documents:

SECTION A

1. RFP Submission Conditions and Instructions
2. Terms of Reference
3. Selection Process

SECTION B

1. Special Conditions of Bid and Contract
2. Invitation to Quote (SBD 1)
3. Pricing Schedule (SBD 3.1)
4. Declaration of Interest (SBD 4)
5. Submission Checklist
6. General Conditions of Contract (Annexure A)
7. Map to SASSETA offices (Annexure B)
8. Total cost of Stationery items (Annexure C)

NB: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

1. RFP SUBMISSION CONDITIONS AND INSTRUCTIONS

1.1 FRAUD AND CORRUPTION

- 1.1.1. All Service Providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 COMPULSORY BRIEFING SESSION

- 1.2.1 There will be no briefing session for this request for proposals.

1.3 CLARIFICATIONS/QUERIES

- 1.3.1 Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (e-mail) from **Mr Thapelo Motlhaga** at scm02@sassetta.org.za by **Thursday 14 April 2022 at 14h00**. The bid **number** should be mentioned in all correspondence. **Telephonic requests for clarification will not be accepted.**

1.4 SUBMITTING BIDS

- 1.4.1 Proposals to be submitted:

(A) Electronically via email to stationery@sassetta.org.za

OR

(B) Be couriered, posted or hand delivered to:
SASSETA Offices,
Building 2 Waterfall Corporate Campus,
74 Waterfall Drive,
Waterfall City,
Midrand,
2090

for the attention of Mr Thapelo Motlhaga, quoting the:

- ❖ Reference no: RFP/SASSETA/21221007
- ❖ Closing date and time: Friday 29 April 2022 at 11h00
- ❖ The name and address of the bidder

1.5 LATE BIDS

- 1.5.1 Bids received late shall not be considered. A bid will be considered late if it arrived only one second after 11h00 or any time thereafter. Bids arriving late will not be considered under any circumstances. Bids received late shall be returned unopened to the bidder with the person delivering the documents. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

- 1.5.2 The official Telkom time (dial 1026) will be used to verify the exact closing time (11h00) for hard copy submissions.

- 1.5.3 Bids sent to SASSETA via normal post or any other mechanism shall be deemed to be received at the date and time of arrival at the SASSETA premises (tender/bid box or email) by 11h00 on the closing date. Bids received at the physical address after the closing date and time of the bid, shall therefore be deemed to be received late.

1.6 DIRECTIONS TO SASSETA OFFICE FOR DELIVERY OF BIDS

- 1.6.1 Directions to SASSETA offices are attached as **Annexure B** to this document.
- 1.6.2 **Bidders submitting their proposal in hard copy should allow time to access the premises due to security arrangements that need to be observed.**

1.7 FORMAT OF BIDS

- 1.7.1 Bidders to complete all the necessary bid documents and undertakings required in this bid document. Bidders are advised that their bid should be concise, written in plain English and simply presented.
- 1.7.2 Bidders are to set out their bid in the following format:

Part 1: Invitation to Bid (SBD 1)

Bidders to complete and submit the Invitation to Bid document.

Part 2: Pricing (SBD 3.1)

Bidders to complete SBD 3.1 as attached to this request in full and to submit their own detailed quotation on their Company letterhead inclusive of VAT and any other costs as per the requirements of the Terms of Reference.

Bidders to also complete Annexure C for unit prices of each stationery item.

Part 3: Declaration of Interest (SBD 4)

Each party to the bid to complete and submit the Declaration of Interest.

Part 4: General Conditions of Contract

The submitted General Conditions of Contract must be initialled on each page.

Part 5: Bidders National Treasury CSD registration report

Bidders to submit their CSD report indicating the validity of the bidder's registration. Directors listed on SBD 4 to be the same as those listed on the CSD report.

Part 6: Bidder's quotation on their Company letterhead

Bidders to attach a quotation on the Company letterhead inclusive of VAT and any other applicable costs.

Part 7: Signed Reference letters

Bidders to submit a minimum of five (5) signed reference letters on a client's letterhead demonstrating experience in supply and delivery of office stationery.

Part 8: Bank Guarantee Cheque/letter

Bidders will be required to submit a bank guaranteed cheque/letter of a minimum of R150 000, as proof of ability to deliver.

Part 9: Submission of Annexure C

Bidders to complete and submit the Stationery items list (Annexure C) without any alterations.

1.8 NEGOTIATION

- 1.8.1 SASSETA has the right to enter into negotiation with a prospective service provider regarding any terms and conditions, including price(s), of a proposed contract.
- 1.8.2 SASSETA shall not be obliged to accept the lowest of any quotation, offer or bid.
- 1.8.3 SASSETA issues this bid invitation in good faith; however, it reserves the right to:
 - Cancel or delay the selection process at any time, without explanation,
 - Not to select any of the respondents to this bid invitation, without explanation,
 - Exclude certain services, without explanation.
- 1.8.4 All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.

1.9 REASONS FOR REJECTION

- 1.9.1 SASSETA shall reject a bid for the award of a contract if the recommended bidder has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 1.9.2 SASSETA may disregard the bid of any bidder if that bidder, or any of its directors:
 - 1.9.2.1 have abused the Supply Chain Management systems of SASSETA.
 - 1.9.2.2 have committed proven fraud or any other improper conduct in relation to such systems.
 - 1.9.2.3 have failed to perform on any previous contract and the proof exists.
- 1.9.3 Such actions shall be communicated to the National Treasury.

2. TERMS OF REFERENCE

2.1 BACKGROUND

2.1.1 The Safety and Security Sector Education and Training Authority (SASSETA) was established on 1 July 2005. It is one of the twenty-one (21) Sector Education and Training Authorities (SETAs) established in terms of the Skills Development Act (Act 97 of 1998) as amended. SASSETA's licence has been renewed until 31st March 2030. SASSETA is classified as a schedule 3A Public Entity in terms of the Public Finance Management Act, (Act 1 of 1999, as amended). SASSETA reports to the Department of Higher Education and Training (DHET).

2.2 PRODUCT/SERVICE

2.2.1 SASSETA would like to appoint a panel of three (3) service providers to supply and deliver office stationery from date of appointment until 31st March 2025. The items requested are attached on Annexure C (i.e., the excel document)

2.3 TIMEFRAMES FOR DELIVERY OF THE WORK

- 2.3.1 The duration of the contract will be from date of appointment until 31st March 2025.
- 2.3.2 The appointment on this panel will be rotated with each request.
- 2.3.3 It is expected that the appointed service providers deliver within 72 hours of receiving a signed request from SASSETA.
- 2.3.4 Stationery will be ordered on ad-hoc basis from either of the appointed service providers.

2.4 EXPERIENCE OF THE BIDDER

2.4.1 The bidder to submit a minimum of five (5) reference letters demonstrating experience in the supply and delivery of office stationery from current/previous clients.

2.5 MANDATORY DOCUMENTS FOR SUBMISSION

- 2.5.1 Bidders will be required to submit a bank guaranteed cheque/letter of a minimum of R150 000, as proof of ability to deliver. **Failure to submit a bank guaranteed cheque/letter of a minimum of R150 000 will lead to automatic disqualification.**
- 2.5.2 Bidders are to ensure that all items indicated on Annexure C are quoted for. **Failure to quote on all items will lead to automatic disqualification.**

2.6 PRICING

2.6.1 Service providers are requested to quote SASSETA on a unit, box, or pack price on all items. SASSETA will pay the unit, box, or pack price as per supplier's quotation for the duration of the contract. Transport cost per delivery should be included in the quotation for delivery to SASSETA Offices.

2.6.2 A contingency allowance of R100 000 has been provided for. This will be utilised for any other items not specified in Annexure C that might be required in the future.

2.6.3 Any alteration to the Annexure C supplied will lead to disqualification of the bidder.

Note 1: Total cost as specified in Annexure C will be considered for evaluation purposes.

Note 2: SASSETA will allow an annual price adjustment of CPI +2% on all items listed on (Annexure C) with exception of cartridges which will be determined by international market price fluctuations. These price adjustments will be effected on the anniversary of the contract to the total unit cost including delivery cost and VAT. This element will only be considered or dealt with once service providers have been appointed onto the panel.

Note 3: Annexure C has been set to accept a comma as a rand/cent separator. Kindly test whether your unit costs sum up when added, if you experience a challenge, it may be because your system is set up to accept a full stop as a separator. Valid unit cost will align to the right.

Note 4: Unit price refers to unit descriptions as per Annexure C. ***Bidders should not hesitate to make enquiries if in doubt about the unit cost definition.***

Very important notice

- **Also note that Annexure C has been locked.**
- **Failure to use the provided Annexure C for quoting, will lead to disqualification at evaluation stage.**

3. PROPOSED SELECTION CRITERIA

3.1.1 Compliance requirements

- 3.1.1.1 All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further evaluation.

3.1.2 Conditions for selection/short listing

- 3.1.2.1 All submissions will be evaluated as follows:

3.1.2.1.1 Phase 1 – Mandatory items

Service Providers to:

- Submit their proposal by the closing date and time. **Proposals received after the closing date and time will be automatically disqualified.**
- Register their hard-copy submission in the tender register at SASSETA reception. **Proposals not registered in the tender submission register will be automatically disqualified.**
- submit a bank guaranteed cheque/letter of a minimum of R150 000, as proof of ability to deliver. **Non-submission of the bank guaranteed cheque/letter of a minimum of R150 000 will lead to automatic disqualification.**
- complete and submit Annexure C without any alterations. **Failure to use the provided Annexure C for quoting, will lead to disqualification at evaluation stage.**
- complete and submit all Standard Bidding Documents (SBD) forms mentioned above on page 2 of this document, namely: SBD1, SBD3.1 and SBD4.
- Bidders to be registered on the National Treasury Central Supplier Database (CSD) by the closing date and time of this request for quotation. Bidders are to provide SASSETA with a copy of their CSD registration report downloaded from the National Treasury CSD Website.
- Initial each page of the General Condition of Contract (Annexure A) and submit with the proposal

3.1.2.1.2 Phase 2 – Functionality evaluations

Functionality Evaluation

All shortlisted proposals from phase 1 will be evaluated on the criteria provided in the table below. The proposals of all service providers will be rated on a scale of 0 to 1 as follows:

- 0: Document not submitted/ Unacceptable/ does not meet set criteria
- 1: Meets the requirements/Exceptional mastery of the

requirement should ensure extremely effective performance.

ELEMENT		FUNCTIONALITY EVALUATION	Weight
Suitability of bidder to perform the task	Rating 0-1	Evaluation criteria	
<ul style="list-style-type: none"> A bidder to submit a minimum of five (5) signed reference letters on a client's letterhead demonstrating experience in supply and delivery of office stationery. (100 points) 	0	Non-submission of signed reference letters or less than five (5) relevant signed letters relating to supply and delivery of Office Stationery submitted	100%
	1	The bidder submitted five (5) or more signed reference letters demonstrating experience in the supply and delivery of office stationery from current/previous clients	

NB: Bidders are required to meet the threshold of 100% on functionality evaluation. If a bidder fails to score 100% on functionality, the bid will be disregarded from further consideration.

3.1.2.1.3 Phase 3 – Price

3.1.2.1.3.1 The value of this bid is estimated not to exceed R50 000 000 **(all applicable taxes included)**.

Evaluation Criterion on Price	
Relative competitiveness of proposed price	100
TOTAL FOR PRICE	100

3.1.3 ADJUDICATION OF BID

The Bid Adjudication Committee will consider the recommendations of the Bid Evaluation Committee (BEC) and make a recommendation to the Award Authority to make the final award. The successful bidder will usually be the service provider submitted the lowest bid price based on firm, verifiable and justifiable grounds, or no award at all.

PART A - INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFP/SASSETA/21221007	CLOSING DATE:	29 April 2022	CLOSING TIME:	11h00
DESCRIPTION	Appointment of a panel of three (3) service providers to supply and deliver office stationery from date of appointment until 31 st March 2025				
PROPOSALS TO BE EMAILED:					
Proposals to be submitted electronically via email to stationery@sasseta.org.za OR be couriered, posted or hand delivered to SASSETA Offices, Building 2 Waterfall Corporate Campus, 74 Waterfall Drive, Waterfall City, Midrand, 2090 for the attention of Mr Thapelo Motlhaga					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Thapelo Motlhaga		CONTACT PERSON	Mr Thapelo Motlhaga	
E-MAIL ADDRESS	Scm02@sasseta.org.za		E-MAIL ADDRESS	Scm02@sasseta.org.za	
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 VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
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 PART B:3]	
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 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.

NAME OF SIGNATORY

SIGNATURE OF BIDDER:

N/B.: If a Company has one director as listed on CSD, the one Director **MUST** sign these documents on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Director. **will lead to a disqualification**

N/B.: If the Company has more than one Director as listed on CSD, a signed Company Resolution must be attached to confirm that the one Director can sign on behalf of the Company. Any other member of the Company will require a Company Resolution to be attached to this submission signed by the duly Authorised Directors.

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

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

Name of bidder: _____	Bid number: RFP/SASSETA/21221007
Closing Time: 11:00	Closing date: 29 April 2022

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID

TOTAL OF CONSOLIDATED UNIT PRICES ON ANNEXURE C R_____
(Incl. of VAT)

Notes on the SBD3.1 – which is in provided in excel format:

- i. Please refer to the attached (Annexure C) excel document for pricing purposes.
- ii. Bidders are requested to populate their pricing on a unit cost basis as defined below on Note 3.
- iii. The bidders are to ensure that all items indicated on (Annexure C) are quoted for. Failure to quote on all items will lead to automatic disqualification.
- iv. The template will sum up the total.
- v. Once the SBD3.1 has been populated, the bidder is requested to print out and sign off.
- vi. A contingency allowance of R100 000 has been provided for. This will be utilised for any other items not specified in Annexure C that might be required in the future.

Any alteration to the SBD3.1 supplied will lead to disqualification of the bidder.

Note 1: Total cost as specified in Annexure C will be considered for evaluation purposes.

Note 2: SASSETA will allow an annual price adjustment of CPI +2% on all items listed on (Annexure A) with exception of cartridges which will be determined by international market price fluctuations. These price adjustments will be effected on the anniversary of the contract to the total unit cost including delivery cost and VAT. This element will only be considered or dealt with once service providers have been appointed onto the panel.

Note 3: Unit price refers to unit descriptions as per Annexure C.

Note 4: Annexure C has been set to accept a comma as a rand/cent separator. Kindly test whether your unit costs sum up when added, if you experience a challenge, it may be because your system is set up to accept a full stop as a separator. Valid unit cost will align to the right.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

(To be signed by a duly Authorised Delegate)

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**

3.1.1 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**

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.

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or 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.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to 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.

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.

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

BIDDERS ARE ENCOURAGED TO USE THE FOLLOWING CHECKLIST WHEN SUBMITTING THEIR BIDS:

NO.	DETAILS	TICK BY BIDDER
1.	<ul style="list-style-type: none"> • Part 1: Completed and signed the invitation to bid document (SBD 1) Resolution letter signed by all Directors of the Company appointing a member to sign on behalf of the company. • MUST be signed by a duly Authorised Delegate. A signed Company Resolution must be submitted. 	
2.	Part 2: Completed and signed pricing schedule (SBD 3.1) <ul style="list-style-type: none"> • MUST be signed by a duly Authorised Delegate. 	
3.	Part 3: Completed and signed the declaration of interest document (SBD 4). <i>(In case of a consortium/ joint venture, or where sub-Service providers are utilised, each party to the bid must complete and sign the declaration of interest document)</i> <ul style="list-style-type: none"> • Directors listed on SBD 4 MUST be the same as those listed on the CSD report. 	
4.	Part 4: Submitted the General Conditions of Contract (initialled each page)	
5.	Part 5: Bidders National Treasury Central Supplier Database (CSD) forms indicating the validity of the bidder's registration	
6.	Part 6: Bidder's attached quotation on the Company letterhead inclusive of VAT and any other applicable costs	
7.	Part 7: A bidder to submit a minimum of five (5) signed reference letters on a client's letterhead demonstrating experience in supply and delivery of office stationery.	
8.	Part 8: Bidders will be required to submit a bank guaranteed cheque/letter of a minimum of R150 000, as proof of ability to deliver	
9.	Part 9: Bidders to complete and submit the Stationery items list (Annexure C) without any alterations	

NB.: Bidders are required to return the SASSETA attached Standard Bidding (SBD) forms and not submit SBD forms from other entities.

Bidders must not display the SASSETA logo in any shape or form on proposals sent to SASSETA for consideration.