

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF STATIONERY TO THE DEPARTMENT OF ENERGY FOR A PERIOD OF TWO YEARS

1. BACKGROUND

1.1. The Department of Energy with its Head office in Pretoria and with Regional offices located in eight (8) Provinces require the service for the supply and delivery of various stationery such as cartridges and toners for a period of two (2) years.

2. SCOPE OF WORK

2.1. It will be expected of the service provider to receive and translate Government orders and deliver in terms of the stipulated timeframe and agreed Service Level Agreement.

2.2. The service provider will be expected to provide general advisory services and reports with regards to stationery consumptions for the duration of the contract.

2.3. The service provider will be required to deliver government orders to the regional offices stationed in eight (8) provinces at no additional costs. The service provider will be provided with the physical address of a respective regional office as per request/Order.

3. PROJECT OUTPUTS/OUTCOMES

3.1. Deliver stationery to the Department of Energy within agreed time frames.

3.2. Ensure availability to respond to any queries that may arise during the contract period pertaining to stationery.

4. REPORTING REQUIREMENT

4.1 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.

5. DURATION OF CONTRACT

5.1 The duration of the contract is 24 months after the signing of a contract by the successful service provider.

6. COMPULSORY INFORMATION SESSION

6.1 A compulsory information session will be held on **16 November 2012 at 10h00**, at **Department of Energy, 192 Corner Visagie and Paul Kruger Streets, Pretoria.**

7. COMMITMENT TO FIRM DELIVERY PERIOD ADHERANCE

- 7.1. The successful bidder must be able to supply stationery ordered within seven (7) working days from the date of order.
- 7.2. Firm delivery periods must be quoted for the duration of the contract period.
- 7.3. Delivery of stationery must be made in accordance with the instructions appearing on the official order forms.
- 7.4. All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been effected.
- 7.5. In respect of items awarded, the service provider must adhere strictly to the delivery periods. Stock ordered should be available and refrain from partial delivery.

8. SITE INSPECTION

8.1. Site inspection will be conducted with the three (3) shortlisted service providers. It is expected of the service provider to provide basic facilities such as office, storage, vehicles and telephone.

9. SAMPLES

9.1 Service providers will be expected to provide samples which will be kept for quality and monitoring purpose.

10. GUARANTEE

10.1. In the event where the order was wrongly printed, the service provider must be able to exchange goods or cancel the order as per the Department's request.

10.2 It is expected of bidders to indicate the warranty and guarantees for the delivered stock items e.g. replacements of faulty items.

11. TAX CLEARANCE CERTIFICATE

11.1. Service providers are required to submit the original and valid Tax Clearance Certificate issued by the South African Revenue Services together with the bid documents before the closing date and time of the bid. Failure to comply with this condition will invalidate the bid.

12. PAYMENT

12.1 Payment to the service provider will be made within 30 days from receipt of an original and valid invoice with or after delivery of stationery.

12.2 No upfront payment will be made to the service provider.

13. EVALUATION METHODOLOGY

13.1. Cost

13.1.1 The service provider are requested to provide a quote regarding the work to be undertaken for this project. The total cost must be VAT inclusive and should be quoted in South African currency (i.e.rands).

13.2 Broad-Based Black Economic Empowerment

13.2.1 Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2011 and its regulation will apply in terms of awarding points.

13.2.2 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.

13.2.3 Bidders who do not submit their B-BBEE status level verification certificates or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

13.2.4 In a case of Exempted Micro Enterprise, the following documents MUST be submitted:

- Verification agencies accredited by SANAS
- Registered auditors approved by IRBA

13.3 Bidders who qualify as EMEs

- (a) Accounting officers as contemplated in the CCA; or
- (b) Verification agencies accredited by SANAS; or
- (c) Registered auditors (Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates).

13.3.1 The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points(90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

13.4. Company Experience

13.4.1 Company must have at least three (3) years experience in the supply and delivery of stationery and should provide proof accompanied by correspondence from three (3) contactable referees indicating that such project was executed.

13.4.2 Failure to submit the above correspondence, ***bidders will forfeit points in this category.***

13.5 Account Manager experience

13.5.1 Account Manager must have at least two (2) years stationery related experience.

13.5.2 Comprehensive CV's must be attached to the technical proposal as proof.

14. EVALUATION CRITERIA

14.1 Bids will be evaluated on 90/10 point system as outlined in the PPPFA of 2011.

14.2 The proposals will be evaluated in two phases:

Phase 1: Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet minimum threshold will be disqualified and will not be evaluated further for price and preference points for B-BBEE.

CRITERIA	WEIGHT
Company Experience: Company must have at least three (3) years experience in the supply and delivery of stationery.	40
Proof accompanied by correspondence from three (3) contactable referees indicating that such project was executed.	30
Account Manager experience: Account Manager must have at least two (2) years stationery related experience.	20
Comprehensive CV must be attached to the technical proposal as proof.	10
Total	100

For purposes of evaluating functionality, the following values will be applicable:

0=	Very Poor	Will not be able to fulfil the requirements
1=	Poor	Will not be able to fulfil the requirements
2=	Average	Will partially fulfil the requirements
3=	Good	The bidder will be able to fulfil the requirements
4=	Very Good	The bidder will be able to fulfil better in terms of the requirements
5=	Excellent	Fully fulfil in terms of the requirements

Phase 2:

Price	90
B-BBEE compliance	10

15. FORMAT AND SUBMISSION OF THE PROPOSAL

15.1 All the official forms (SBD) must be completed and signed in all respects by bidders. Failure to comply will invalidate a bid.

15.2 Bidders are requested to submit three (3) copies: 1 original plus 2 copies of the proposal and bid documents.

16. CLOSING DATE

16.1 Proposals must be submitted on or before **26 November 2012 at 11H00** at 192 Cnr Visagie and Paul Kruger Streets, Pretoria, in the bid box **marked** Department of Energy. **No late bids will be accepted.**

17. ENQUIRIES

All **general enquiries** relating to bid documents should be directed to
Lebogang Mosuwe/Daisy Maraba
Tel No: (012) 406- 7742/7748
Email:Lebogang.mosuwe@energy.gov.za/daisy.maraba@energy.gov.za

Technical enquiries

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