

PRICING SCHEDULE (Supplier)

NAME OF BIDDER:.....**BID NO:** DOE/010/2011/12 **CLOSING TIME:** 11:00 ON:19 MARCH 2012
OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID

Appointment of a contractor to Supply and deliver general office stationery for the Department of Energy for a period of two years

THE DEPARTMENT OF ENERGY RESERVES THE RIGHT TO AWARD THIS CONTRACT TO MORE THAN ONE CONTRACTOR SERVICE PROVIDERS

ITEM NO:	ITEM DESCRIPTION	Projected Qty_Req	Unit Price	Total Price: Vat Incl.	Percentage Escalation
1	Card 160gsm A4, sun yellow	10000			
2	Card 160gsm A4, white	20000			
3	Tape, packaging, buff 48mm x 50m	1000			
4	Strip Binding Element, plastic A4, 6mm lbico	1000			
5	Note pad, 38mm x 50mm, Post-It	4000			
6	Tape Flags 25.4 x 43.8mm	2000			
7	Pen, non-permanent, bullet point,2mm, blue	1000			
8	Pen, rollerball, 0.5mm line, red	1000			
9	Clip paper, 50mm, nickel/silver, giant gem	260			
10	Pad,Flip Chart, 60gsm, 860x50 sheets, punched	50			
11	Clip paper, foldback ,32mm	3000			
12	Cable Extension,Electric, 5m	158			
13	Card , A4,160gsm , pink	7000			
14	Pen, non-permanent, bullet point, 2mm, red	207			
15	Risers for plastic letter tray set of 4	73			
16	Pen, fluorescent for paper, red	1000			
17	Tape, packaging, clear 48mm x 50m	500			
18	Binder, thermal, A4, 4.5mm	7000			
19	File, suspension, A4	1000			
20	Tray letter, Stackable plastic, A4	206			
21	Cartridge, HP C8543X	60			
22	Cartridge, HP 51641A	57			
23	Battery, AAA	1000			
24	Tape, Masking 48mm x 50mm	60			
25	Clip, paper, Bulldog 76mm	500			
26	Stapler to take 26/6 staples equivalent to REXEL quality	1000			
27	Eraser for Pencil, soft PVC,+/- 60mm x 10mm	1290			
28	Punch, 1 hole desk type, heavy duty	116			
29	Bankers assistants rubber thimble 25mm long, size 0	500			
30	Staples 26/6	2000			
31	Clip, paper with raised lip, gem, nickel/silver only	1000			
32	Pen, permanent, bullet pt, 2.5mm line, red, Artline 90	500			
33	Pen, permanent, bullet pt, 2.5mm line, black Artline 90	500			
34	Pen, permanent, bullet pt, 2.5mm line, blue, Artline 90	500			
35	Paper Binder, 76mm selfpiercing tin plated, SDS 649	1000			
36	Pen, rollerball,0.5mm line, blue	1000			
37	Pad Inking 110mm x 65mm	51			
38	Pad, inking, 142mm x 107mm	26			
39	Ink, endorsing, black, 28ml for stamp pad	36			

Item No	ITEM DESCRIPTION	Projected QTY REQ	Unit Price	Total Price: Vat Incl.	Percentage Escalation
40	Ink, endorsing, red, 28ml for stamp pad	100			
41	Punch 2 hole, desk type, heavy duty	500			
42	Scissors, round point, 170mm	1040			
43	File, 32mm, 2 ring, Dtype, A4	1450			
44	Correction Fluid, white 20ml bottle	1420			
45	Stamp date, mignon	100			
46	Office Tape, 76mm diameter roll, pink legal tape	240			
47	Staple Remover to remove 26/6 staples	1000			
48	Paper fastner 63mm long Indian	213			
49	Glue office, white, 110ml	500			
50	Ruler Plastic, 300mm	1000			
51	Pen, ballpoint, fine non-retractable, red	5000			
52	Pen, roller ball, 0.5mm line black	5000			
55	Paper knife, letter opener, metal, 5mm x 226mm	38			
56	Cartridge, HP CC532A	60			
57	Index sheets, A4 10tab card	20000			
58	Adaptor, double 2 X 3 pin	64			
59	Glue stick , 21g	2000			
60	Card 160gsm A4, yellow	10000			
61	Pen, fluorescent for paper, yellow	1000			
62	Pen, fluorescent for paper, green	1000			
63	Pen, fluorescent for paper, blue	1000			
64	Pen, fluorescent for paper, pink	1000			
65	Note Pad, 75mm x 70mm	3000			
66	Tape, Cello-tape Clear 12mm	500			
67	Frosted sheets, PVC A4 heavy gauge, clear	8000			
68	Paper copy, A3 80gsm, white	3000			
69	Adaptor, double 1 x 3 + 2 x 2 pin	1000			
70	Strip Binding element plastic A4 10mm	3200			
71	Strip Binding element plastic A4 12mm	2600			
72	Pen, ballpoint, fine, non-retractable, black	10000			
73	Paper A4 80gsm, pink	100			
74	Paper clip, fold back, 19mm	4000			
75	Paper A4 80gsm, light blue	100			
76	Paper A4 80gsm, light yellow	100			
77	Pen, ballpoint, fine, non-retractable blue	2000			
78	Staples, 9/14mm	1000			
79	Pen, fluorescent for paper, orange	1000			
80	Pen, permanent marker, black	1000			
81	File, suspension, foolscap, Pendaflex	1500			
82	File, Lever Arch, board, A4	20000			
83	Card 160gsm A4, orange	10000			
84	Pen, permanent marker, red	102			
85	Strip Binding Element, A4 plastic 20mm	2700			
86	Refuse bags, plastic, black heavy duty	20000			
87	Binder, thermal, A4, 3mm	8400			
88	Pencil, black head HB	10000			
89	Adaptor, Multiplug 3 x 3	120			
90	Battery, AA	1000			
91	Toner, Brother HL 1660 EP-EG	175			
92	Cartridge, HP Q2612A	60			
93	Clip, paper, 4.8mm (Nail clips)	2000			
95	Binder, paper, plastic slide binder, A4	1000			
96	File, 32mm, 2ring, D type, PVC	900			
97	Whiteboard cleaner, magnetic	138			

Item No	ITEM DESCRIPTION	Projected QTY REQ	Unit Price	Total Price: Vat Incl.	Percentage Escalation
98	Band rubber, No.38	316			
99	Pencil leads for clutch pencil, 0.5mm, HB	1392			
100	Rubber Band, No.32	40			
101	Binder, thermal, A4, 6mm	12500			
102	Strip binding element A4, plastic 15mm	3700			
103	Pen, ballpoint, non-retractable, purple	230			
104	Cartridge, HP 51633	95			
105	Cartridge, HP 51625	48			
106	Cartridge, HP 51645	1012			
107	Cartridge, HP51640	16			
108	Pencil Sharpener, hand held one hole, metal	774			
109	Clipper, for 4.8mm clips (nail clips gun)	600			
110	Pen, ballpoint, fine non-retractable, blue	2000			
111	Pen, non-permanent, bullet point, 2mm, black	600			
112	Pen, ballpoint, fine, non-retractable, black	3000			
113	Pencil clutch, 0.5mm	2500			
114	Box, file, corr. board with spring clip, 320 x 260 x 75mm	5000			
115	Label A4, 24-up 70 x 35mm	100			
116	Note pad Post-it ,75mm x 105mm	2000			
117	Glue, Prestick or Similar, 25g	3000			
118	Plastic pockets A4 multi-punched clear	10000			
119	Paper 80gsm A4, pastel green	100			
120	Card 160gsm A4, dark blue	5000			
121	Card 160gsm A4, buff	10000			
122	Card 160gsm A4, aqua blue	10000			
123	Card 160gsm A4, dark green	10000			
124	Card 160gsm A4, lime green	10000			
125	Clip paper, Bulldog, 32mm	567			
126	Transparency, A4, P51636	45			
127	Cartridge, Laserjet C41274 A	172			
128	Cartridge, HP C4840	10			
129	Cartridge, Brother TN6300/6600	500			
130	Drum Unit ,Brother, DR6000	100			
131	Cartridge, HP C6578, AE	200			
132	Transparency, A4 for Laser printer	10			
133	Cartridge HP, C8061	200			
134	Cartridge, Brother MFC-830, LC-50BK	10			
135	Cartridge, Brother MFC-830, LC-20C	150			
136	Cartridge, Brother MFC-830, LC-20Y	51			
137	CD, record able, 80min/700MB	500			
138	Cartridge, UF342-UG3502	43			
139	Cartridge, HP C9730	36			
140	Cartridge, HP C9731	94			
141	Cartridge, HP C9733	50			
142	Cartridge, PP C9732	44			
143	Toner Brother, TN7600	23			
144	Drum Unit Brother, DR7000	18			
145	Drum, Brother DR3000	72			
146	Cartridge, HP CC533A	60			
147	Cartridge, Brother LC-800BK	48			
148	Cartridge, Brother LC-800M	27			
149	Cartridge, Brother LC-800Y	5			
150	Staples, 26/6 equivalent or exceeding REXEL Quality.	1000			

Item No	ITEM DESCRIPTION	Projected QTY REQ	Unit Price	Total Price: Vat Incl.	Percentage Escalation
151	Cartridge , Brother TN3060	50			
152	Cartridge, HP Q5945A	2000			
153	Cartridge, HP Q5953A	100			
154	Cartridge, HP Q5951A	100			
156	Cartridge, HP Q5950A	100			
157	Cartridge, HP Q5952A	963			
158	Cartridge, HP C7115A	57			
159	Cartridge, HP C9364A / Q8078	34			
160	Cartridge, HP Q7551A	50			
161	Cartridge, HP C8543X	360			
162	Cartridge, HP C4911A	240			
163	Cartridge, HP C4912A	72			
164	Cartridge, HP 1338A	60			
165	Cartridge, HP CE272A	48			
166	Cartridge, HP CE271A	48			
167	Cartridge, HP CE270A	48			
168	Cartridge, HP C6656A	72			
169	Cartridge, HP C8728A	72			
170	Cartridge, HP CE273A	72			
171	Cartridge, HP CC530A	60			
172	Cartridge, HP CC531A	60			

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 all 8 Provinces requires the services for the supply and delivery of various stationery such as cartridges, toners and photocopy papers for a period of two 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 a stipulated timeframe and agreed Service level agreement.
- 2.2 Furthermore to provide general advisory services and reports with regards to stationery consumptions for the duration of the contract.

3. PROJECT OUTPUTS/OUTCOMES

3.1 Deliver stationery to the Department of Energy within agreed timeframes.

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

4. DURATION OF CONTRACT

4.1 The duration of the contract is 24 months after the signing of a contract by the successful bidder.

5. COMMITMENT TO DELIVERY AND DELIVERY ADHERANCE

5.1 The successful bidder must be able to supply stationery ordered within seven (7) working days from the date of order.

5.2 Firm delivery periods must be quoted for the duration of the contract period.

5.3 Delivery of products must be made in accordance with the instructions appearing on the official order forms.

5.4 All deliveries or dispatches must be accompanied by a delivery note stating the official order number against which the delivery has been effected.

5.5 In respect of items awarded to them, contractors must adhere strictly to the delivery periods quoted by them in their bids.

5.6 No partial deliveries will be accepted.

6. SITE INSPECTION

6.1 Site inspection will be conducted with the shortlisted service providers.

7. GUARANTEE

7.1 In the event where the order was wrongly printed, or the item indicated in the order was incorrect, the supplier must be able to exchange goods.

8. COUNTER CONDITIONS

8.1 Bidders' attention is drawn to the fact that counter conditions by bidders with regard to any of the above-mentioned Special Conditions will invalidate such bids.

9. TAX CLEARANCE CERTIFICATE

9.1 The bidder is required to submit an 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 may invalidate the bid.

10. EVALUATION METHODOLOGY

10.1. Cost

10.1.1 The service provider will be 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).

10.2 Broad-Based Black Economic Empowerment

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

10.2.2 Bidders are required to submit original and valid B-BBEE status level Verification to substantiate their B-BBEE rating claims.

10.2.3 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.

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

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

10.2.5 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).

10.2.6 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

11. EVALUATION CRITERIA

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

Price	90
B-BBEE compliance	10

12. FORMAT AND SUBMISSION OF THE PROPOSAL

12.1 All the official forms (SBD) that are included in the bid document must be completed in all respects by bidders. Failure to comply will invalidate a bid.

12.2 Bidders are requested to submit two (2) copies: 1 original plus copy of the proposal and bid documents.

13. CLOSING DATE

13.1 Proposals must be submitted *by 19 March* 2012 at 11H00 at 70 Meintjies Street, Trevenna Office Campus, Building 2B, Ground floor, Sunnyside in the bid box marked Department of Energy.

14. ENQUIRIES

All **general enquiries** relating to bid documents should be directed to

Lebogang Mosuwe/Daisy Maraba

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