



BID SPECIFICATION

PROJECT DESCRIPTION: SUPPLY AND DELIVERY STATIONERY FOR A PERIOD OF 5 YEARS

TENDER NO: FIN/01/2022

NAME OF BIDDERS	
TENDER AMOUNT	

Date: 01 June 2022

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

BSC MEMBERS	SIGNATURE	DATE OF APPROVAL
Chairperson		
SCM		
Technical (End User)		
Legal Department		



FOR MORE INFORMATION:

EMAIL: univen.tenders@univen.ac.za

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

BSC MEMBERS SIGNATURE DATE OF APPROVAL

Chairperson

SCM

Technical (End User)

Legal Department

RFP NUMBER: FIN/01/2022

DESCRIPTION: SUPPLY AND DELIVERY OF STATIONERY FOR THE PERIOD OF FIVE YEARS.

CLOSING DATE: AS ADVERTISED

Submission VENUE: Tender documents to be submitted at the tender box of main gate.

UNIVERSITY OF VENDA Mphophu Drive, Opposite Khoroni Hotel

THOHOYANDOU 0950

CLOSING TIME: 12:00 MIDDAY

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1. Tender Notice & Invitation to Tender



Suitable service providers are hereby invited to supply and delivery of stationery for the period of five years to the University of Venda (UNIVEN) at their Stores situated in Thohoyandou as specified herein, and in accordance with the General Conditions of Offer are requested to complete these documents in full, place them in a new envelope, seal and mark the envelope with the proposal number and description, and deposit it in the Tender Box at the address provided in this document. All documents must comply with the conditions set out herein.

The physical address for the collection of tender documents is the offices of University of Venda in:

University of Venda
Mphephu Drive, Opposite Khoroni Hotel
Thohoyandou
0950

A non-refundable deposit can be deposited into Univen bank account as follows:

Bank: Absa
Account Name: Univen Tender Deposits
Account Number: 1000000538
Reference: 0015616

Tender documents to be submitted at the **main Gate tender** box of the University of Venda at the address indicated above.

NON-COMPULSORY INFORMATION SESSION ALL ENQUIRIES MUST BE DIRECTED TO THE BELOW CONTACTS DETAILS:

FOR ANY ENQUIRIES:

Email: univen.tenders@univen.ac.za

The closing date for the submission of tender documents is (as advertised) at 12H00 MIDDAY.

2. Background & Introduction and Objectives

UNIVEN seeks to appoint service provider who will supply and deliver stationery to the University for a period of five years. Univen invites tenders from suitable service providers (Tenderers) to supply, delivery and offloading stationery.



SERVICE PROVIDER'S TERMS OF REFERENCE

It is the intention of UNIVEN to enter into a formal Service Level Agreement with the successful Service Provider to provide the services described hereunder.

The Terms of Reference (TOR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the specification requirements of the UNIVEN as an entity and the knowledge and experience of the service provider.

These TOR and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

Completion of Tender Documents

- (i) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Declaration must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.
- (ii) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.
- (iii) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.
- (iv) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.



BUSINESS INFORMATION

Title (Prof./Dr/Mr/Mrs/Ms and Surname)

Business Trading Name (as per CIPRO)

Previous Name of Business (if Applicable)

PHYSICAL ADDRESS OF THE BUSINESS

POSTAL ADDRESS OF BUSINESS

CONTACT DETAILS

Office

Mobile

Accounts Department

Business Email

Business Registration Number

Tax Number

VAT (if applicable)

Do you have any previous Univen Experience? If so, elaborate.

Authorised Signature



3. PROHIBITION OF RESTRICTIVE PRACTICES

3.1 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).

3.2 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.

3.3 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.

4. RIGHTS RESERVED

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful tender. UNIVEN reserves the right to accept any proposal submitted, or reject all proposals. UNIVEN may request clarification in writing on any aspect of a response to this invitation.

5. PARENT/SUBSIDIARY COMPANY

A Company shall be defined as a legal persona and tender documents submitted shall reflect those of the registered Company in terms of the Companies Act. A Subsidiary Company tendering shall not submit the Parent Company's information in terms of Company Registration, BBBEE certificate, SARS certificate and financial statements. All Directors of the tendering Company, all Members of the Close Corporation and partners in a Partnership or Joint Venture must enclose a certified copy of their Identity Document and proof of their share of ownership.



6. TAXES AND DUTIES

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a valid tax Clearance Certificate.

7. DECLARATION OF INTEREST

The Tender document must include a signed declaration of interests.

9. SUBMISSION OF FINANCIAL RECORDS

In terms of New Companies Act, Tenderer to submit Audited Financial Statements (AFS) most recent AFS not older than 12 months. Certain Companies may not require Audited Financial Statements such as Sole Traders, Partnerships and Close Corporations, as long they abide within the New Companies Act. On the 11 May 2011, the New Companies Act emphasised that Close Corporation incepted after that date have to audit their AFS. The Audited Financial Statements are to be attested by a qualified Chartered Accountant (SA) by “expressing an audit opinion that the Company’s AFS are immaterial”.

10. VALIDITY PERIOD

Bids shall remain valid for one hundred and twenty (120) days after the tender closure date. During the validity window period of the tender, should the Tenderer withdraw this tender or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, to withdraw or cancel the agreement.

11. ACCEPTANCE OR REJECTION OF A TENDER

The University reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The University does not bind itself to accepting the lowest tender or the tender scoring the highest points.



12. PRICES

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

13. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9 (b) (i) of this Act, the Bidder 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 as far as may be necessary for purposes of such performance.

14. PROTECTION OF PERSONAL INFORMATION ACT, 2013

The successful Service Provider shall abide in the protection of personal information of the University of Venda. Privacy includes the right to protection against unlawful collection, retention, disseminating and use of personal information. The successful bidder shall hide the right of privacy of this Act subject to justifiable limitation that are aimed at protecting other rights and important interest.

15. LEGITIMACY OF INFORMATION

Bidders declare information furnished in this tender to be precise, accurate and bonafide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

16. LOBBYING AND CANVASSING

No lobbying and canvassing by tenderers in any form to staff member or student of the UNIVEN, for the purposes of influencing the evaluation process and awarding of the tender, will automatically disqualify the tenderer from the evaluation process and subsequent consideration.



17. NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. In the event that prices increase due to external environmental factors such as Industry factors in relation to increase to International prices.

18. TERMS OF CONTRACT

The term of the contract will be for five (5) years, the contract will however be reviewed on an annual basis after an evaluation of the performance of the Service Provider has been undertaken by the University's Supply Chain Management. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites tenderers to bid on the tender of this nature.

If the nature of business by the University of Venda changes before the end of a five (5) years' contract duration the contractor will be given a 3 months' notice to discontinue service.

19. TERMS & CONDITIONS OF TENDER

1. The University reserves the right to reduce or increase the total quantity of items required in the tender.
2. The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
3. No sub-service providers/sub-contracting will be allowed.
4. The price should be vat inclusive at 15%
5. The tender submitted must remain Valid for 120 days after closing date
6. All returnable documents must be in a separate file, clearly indexed and separated by marked sheets
7. Initials must be on all pages in the tender document
8. All proposals are to be sealed. No open proposal will be accepted
9. All proposals are to be clearly marked with the Project number and the name of the bidder
10. Each bidder to submit 2 files i.e. Tender Document and List of Returnable Documents (clearly separated by file dividers)
11. No tender will be considered after the closing date and time.
12. Tender Box will be opened in public straight after the closing time
13. The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.
14. Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
15. In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.



16. No regret letters will be sent to unsuccessful bidders.
17. Any enquiry regarding this bid invitation and specification shall be submitted in writing to univen.tenders@univen.ac.za with tender number as reference or subject.
18. Enquiries shall only be entertained until 5 working days before the closing date of the tender.
19. All documentation submitted in response to this tender must be in English
20. Univen reserves the right to:
 - a. Extend the closing date through the same medium of communication used for invitation.
 - b. Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - c. Verify any information contained in the tender proposal.
 - d. Request any further documentary proof regarding any declaration
 - e. Award this tender as a whole or in part.
 - f. Cancel or withdraw this tender as a whole or in part.
21. The contract will be reviewed annually based on performance where applicable.
22. The University reserves the right to reduce or increase the total quantity of items required in the tender.
23. The successful tenderer will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a tender is awarded.
24. The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
25. No sub-service providers/sub-contracting will be allowed.
26. It will be expected that the prices will be competitive and comparable with similar enterprises.
27. University shall not entertain enquiries 5 days before the closing date.

20 OVERVIEW AND SCOPE

20.1 ADDITIONAL CONDITIONS

20.1.1 All prices must be inclusive of VAT (15%).

20.1.2 All payments will be made in accordance with “General Conditions Regarding Offer”.

20.1.3 This offer does not commit UNIVEN to pay any costs incurred in the negotiations, and to submit a price, technical, or other revisions of their proposals as may result from negotiations.

20.1.4 Proposals must remain open for a period of one hundred and twenty days (120) days from date of closure and may be accepted at any time during the said period of one hundred and twenty days (120) days.

20.1.5 The lowest or only offer would not necessary have to be accepted by UNIVEN and the institutions as such, reserves the right to accept any or no proposal at all.

20.1.6 No faxed, electronic or late documents shall be accepted.



21 TECHNICAL SPECIFICATIONS

21. REQUEST FOR OFFER

UNIVEN Locations & Personnel

University of Venda
Mphephu Drive, Opposite Khoroni Hotel
Thohoyandou
0950

Hours of Operation

UNIVEN office hours: 08:00 – 16:30 Monday to Friday

21.1 CONTRACTUAL TERMS AND CONDITIONS.

The duration of the contract will cover period of 5 years

21.2 INTRODUCTION

University of Venda (UNIVEN) wishes to procure Stationery.

21.3 TENDER REQUIREMENTS

UNIVEN requires the following from the Service Provider:

Occupational Health Safety Act

21.3.1 The Service Provider shall accept liability in terms of Section 37 of the Occupational Health and Safety Act (No. 85 of 1993).

21.3.2 Protection of Service Providers' Staff

The University shall not be held liable for any contracted illness or infection to the Service Provider or his staff arising from their duties.

21.3. Any wilful or negligent damage to the building, fittings or equipment will be for the Service Providers own responsibility and account to make good.

21.3.4 No untrained personnel will be allowed on the premises.



21.4.1 **Liaison**

- The Service Provider shall appoint a representative who shall work in close co-operation with the University's Project Manager to facilitate the flow of accounts, payments, information, solving of problems, etc. between the parties.
- The University shall likewise appoint a Project Manager to communicate with the Service Provider's representative on an on-going basis to monitor the standard and quality of the cash in transit service provided and to attend to operational as well as technical problems in a positive manner
- The Service Provider's representative shall liaise with the University's Project Manager on a weekly basis and as required.

21.4.3 **Communication**

- The University shall communicate with the Service Provider on an on-going basis about delivery of goods or quality.
- Monthly and other ad hoc meetings will be held with the Service Provider and other stakeholders as determined by the University.

21.5 **Facilities**

- **No smoking is allowed on the premises and fines will be issued**

21.7 **QUESTIONNAIRE: ORGANISATIONAL FINANCIAL AND INFRASTRUCTURE CAPACITY OF THE BIDDER**

- | |
|--|
| <p>A. The information requested will assist the University to evaluate the organisational and infrastructure capacity of the bidder to perform the specified requirements of this bid.</p> <p>B. The University reserves the right to carry out physical inspections in order to validate all or some of the information provided.</p> <p>C. The information provided in this section is therefore of critical importance. If, after careful consideration, the University is of the opinion that the bidder does not have the capacity, infrastructure or managerial/supervising skills to properly manage, perform and maintain the requirements of this bid, such a bid shall not be considered for acceptance.</p> |
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D. Bidders may furnish additional information in writing, and attach it to the last page of this section when submitting the bid.

E. Where applicable the appropriate “YES” or “NO” block must be marked with an “X”.

21.7.1 Financial Standing

Payments will only be effected by the Univen in the following cases:

The successful completion of a deliverable/ service in line with the specification/ terms of reference.

Invoices should be delivered/posted or e-mailed to reach the institution that placed the order, timeously.

The invoices must be accompanied by an inspection certificate and/or proof of delivery.

Companies not registered in terms of Value Added Tax, may not claim VAT on invoices.

21.7.4 Physical Infrastructure

21.7.4.1 Administrative Offices

21.7.4.1 Where is the bidder’s administrative office which will be responsible for the site.

State physical address and telephone numbers.

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21.7.4.2 Does the bidder have a contingency plan in case of urgent requirements. State plan.

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21.7.5 Further Information Regarding the Administration Office:

- 21.7.5.1 Is it a guaranteed 24-hours service? Yes No
- 21.7.5.2 Is it situated at home? Yes No
- 21.7.5.3 Is it a dedicated Administration Office? Yes No
- 21.7.5.4 Land-line telephones in Administration Office. Yes No
- 21.7.5.5 Activated cell phones in Administration Office. Yes No
- 21.7.5.6 Fax in Administration Office. Yes No
- 21.7.5.7 Administration Office always manned by well-trained staff who can handle emergency situations. Yes No

21.7.10 Previous & current experience on supplying, delivery and offloading of stationery over the past five (5) years.

Company/State Department/ Provincial Department	PERIOD: CONTRACT OR ONCE OFF	DESCRIPTION	PURCHASE ORDER NUMBER	AMOUNT



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21.8 **GENERAL SPECIFICATIONS FOR STATIONERY AT THE UNIVERSITY OF VENDA**

The purpose of this bid is to provide the University with effective and efficient goods.

Products must be delivered and off loaded by the contractor in the transit area of the delivery point.

Delivery will be accepted on weekdays between 8:00 and 16:00.

All deliveries and dispatches must be accompanied by a delivery note stating the official order number against which the delivery is affected.

Deliveries not complying with the order/specifications will be returned to the contractor at the contractor's expense.

Management

(a) The contractor shall provide a permanent contract manager/supervisor who will be responsible for ensuring the quality Stationery are delivered for the duration of contract.

Stationery Requirements

Description	Quantity	Lead time	unit price	Total
32/64 GIIG MEMORY STICK	3500			
FILES ACCESSIBLE	20000			
FILES CONFERENCE RED BANTEX 25MM RING FL	400			
FILES CONFERENCE GREEN A4X25MM BANTEX RI	400			
FILES CONFERENCE BLUE A4X25MM BANTEX RIN	400			
BANTEX FILES 1451 BLUE (40MM)	400			
FILES CONFERENCE GREEN BANTEX 70MM	6000			
FILES BANTEX 1450 BLUE 70MM	6000			
CLIP BOARD	75			
FILES FOLDERS PREMIER YELLOW	2000			
FILES FOLDERS PREMIER GREEN	2000			
FILES FOLDERS PREMIER BEIGE	2000			



FILES FOLDERS PREMIER ORANGE	2000			
FILES FOLDERS PREMIER PINK	2000			
FILES FOLDERS PREMIER BLUE	2000			
FOLDERS:CORPORATE EXECUTIVE:310X230MM (UNIVEN LOGO)	10000			
FILES CONFERENCE RED BANTEX 1450/70MM	6000			
FILES A4 PLASTIC POCKETS (11 HOLES)	250			
ENVELOPES BROWN 353X250 A4(5PKT/BOX)	150Boxes			
ENVELOPES BROWN 324X229 A4 (5PKT/BOX)	150Boxes			
ENVELOPES WHITE 324X229 A4 (5PKT/BOX)	150Boxes			
ENVELOPES WHITE 229X162 C5 (10PKT/BOX)	100Boxes			
ENVELOPES WHITE 114X162 C6 (20PKT/BOX)	100Boxes			
ENVELOPES WHITE 90X152 (BOX)	15Boxes			
ENVELOPES WHITE 110X220 (20PKT/BOX)	25Boxes			
ENVELOPES WHITE WINDOW 110X220 (BOX)	25Boxes			
ENVELOPES PADDED SIZE 0	50			
ENVELOPES PADDED SIZE 3	100			
ENVELOPES PADDED SIZE 4	250			
ENVELOPES PADDED SIZE 5	300			
ENVELOPES PADDED SIZE 6	500			
ENVELOPES PADDED SIZE 7	500			
PENS RED OHP TRANSPARENTS NON- PERMANENT	65			
PENS BLUE OHP TRANSPARENTS	75			
PENS GREEN OHP TRANSPARENTS	75			
PENS ASSORTED OHP PERMANENT (SET OF 8)	15			
PENS ASSORTED OHP TRANSPARENTS	75			
PENS FINE OHP TRANSPARENTS PERMANENT	120			
PENS BLUE(MOLIN/BIC/PILOT BP-1 ;CLIC(MEDIUM)	6000			
PENS RED(MOLIN/BIC /PILOT BP-1 ;CLIC(MEDIUM)	40000			
PENS BLACK(MOLIN/BIC /PILOT BP-1 CLIC(MEDIUM)	40000			
PENCIL HB (STEADLER/TRADITIONAL)	6000			
REFILL FINE PARKER BALL PENS	50			
REFILL ROLLER BALL PARKER (BLUE)	50			
REFILLS ROLLER BALL PARKER (BLACK)	50			



HIGHLIGHTER GREEN	3000			
HIGHLIGHTER PURPLE	3000			
HIGHLIGHTER YELLOW	3000			
HIGHLIGHTER BLUE	3000			
HIGHLIGHTER PINK	3000			
GLUE PRITT 36G	1500			
GLUE BOSTIK/PRESTICK	2000			
PAD EXECUTIVE DESK	2400			
BOOKS COUNTER A4	3500			
TAPE PACKAGING 48MM	150			
SELLOTAPE	150			
TAPE PACKAGING CREAM	150			
TIDY-TUBE	100			
EXECUTIVE DESK PADS A4: CORPORATE(UNIVEN LOGO)	10000			
LETTER TRAYS	100			
RISERS TRAYS	100			
STAPLES NO 23/17	90			
STAPLES NO 66/8	150			
STAPLES NO 66/14	150			
STAPLES NO 73	90			
STAPLES NO 56	10000			
STAPLER GIANT MACHINE	750			
STAPLER SMALL MACHINE	2000			
STAPLES REMOVER	2500			
RUBBER BANDS NO 32	750			
RUBBER BANDS NO 64	750			
RUBBER BANDS NO 128	750			
PAD ENDORSING (STAMP PAD)	50			
INK ENDORSING BLUE	50			
INK ENDORSING BLACK	50			
INK ENDORSING RED	50			
NOTE PAD POST-IT 75X70	3000			
NOTE PAD POST-IT 75X130	3000			
MARKERS WHITE BOARD BLACK	6000			
MARKERS WHITE BOARD RED	5000			
MARKERS WHITE BOARD BLUE	3500			
MARKERS WHITE BOARD GREEN	3500			
MARKERS PERMANENT BLACK	150			
MARKERS PERMANENT RED	150			
ERASERS WHITE BOARD: MAGNETIC	500			
ERASERS INK/PENCIL	20			



ERASERS PLAIN	500			
SHARPENER PENCIL SMALL	200			
THUMB TACKS	15			
PAPER CLIPS MEDIUM	150			
PAPER CLIPS LARGE	120			
RULER 30CM	600			
TIPPEX FLUID	50			
SCISSORS STAINLES STEEL	250			
DIARY A4 DAY TO VIEW (PURCO)	1250			
DIARY A5 DAY TO VIEW (PURCO)	1500			
GIANT PUCH (MAXI PUNCH)	500			
PAPERS A4 XEROGRAPHIC MINT 80G	875reams			
PAPERS A4 XEROGRAPHIC CHERRY 80G	875reams			
PAPERS A4 XEROGRAPHIC SKY 80G	875reams			
PAPERS A4 XEROGRAPHIC CANARY 80G	875reams			
PAPERS:A4 ALTORO 160G WHITE	200reams			
PAPERS A4 TOKAI CANARY 160G	200reams			
PAPERS A4 STATUS BOND 80G	40000reams			
PAPERS A4 TOKAI MINT (GREEN) 160G	200reams			
PAPERS A4 TOKAI CHERRY 160G	200reams			
PAPERS A4 TOKAI SKY 160G	200reams			
PAPERS A3 TYPEK BOND 80G	100reams			
FLIP CHARTS	15			
XEROGRAPHIC A4 PAPER 80G (IVORY)	200reams			
DOUBLE A A3 PAPERS 80G	9000reams			
DOUBLE A A4 PAPERS 80G	15000reams			
TOTAL INCLUDING VAT				

AREAS WHERE STATIONERY WILL BE DELIVERED

Stationery will be delivered at Facilities Building. **Further detailed information will be provided to the appointed contractor through orientation of the building process**

Certificate: Confirmation of supply arrangements between the bidder and his/her supplier

Any bidder who does not keep stock of the item and is sourcing the goods and services from a third party (manufacturer/producer or dealer/ distributor who normally keeps stock) for the purpose of delivering the item to the institution, must ensure that the attached letter completed by his/her supplier.



Confirmation that there is a mutual agreement between the bidder and the third party (manufacturer/dealer who normally keeps stock);
Confirmation that firm supply and financial arrangement are in place; and
Confirmation that the third party has familiarized themselves with the item descriptions/ specification and bid terms and conditions relating to the listed items.



EVALUATION PROCESS

22. METHODOLOGY

The evaluation of proposals will be divided into two (2) phases:

Phase 1: Mandatory (Eligibility Stage)

The pre-qualification check requires verification of compliance with:

- Mandatory documentation – whether all required documentation and/or certification have been included.

Note: No points are allocated to this phase; however, proposals that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

Phase 2: Evaluation of proposals based on Price, compliance to submission of valid mandatory documents and *Functionality* as criteria:

This phase of the evaluation is conducted in two (2) stages – first *compliance to submission of valid mandatory documents and Functionality* will be assessed and then in accordance with price.

Stage 1: Evaluation of functionality

The evaluation criteria for functionality will take into account *quality, reliability, capability and lead time* of all goods.

Note: No proposal will be considered further unless the *minimum qualifying score/percentage* for functionality has been achieved.

Stage 2: Evaluation in terms of the price

Only proposals that achieved the *minimum qualifying score/percentage* for functionality will be considered for price system.



EVALUATION PROCESS (CONTINUED)

23. CALCULATING THE FINAL SCORE

The points scored for *price* (step 1) will be added to the points scored for functionality (step 2) to obtain the Proposer's total points scored out of 100.

- UNIVEN may request additional information, clarification or verification in respect of any information contained in or omitted from the proposal. This information will be requested in writing;
- UNIVEN may conduct a due diligence on any Supplier, which may include interviewing customer references or other activities to verify a Supplier's or other information and capabilities (Including visiting the Supplier's various premises and/or sites to verify certain stated information) and in this instances the Supplier will be obliged to provide UNIVEN with all necessary access and assistance;
- UNIVEN may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Proposal;
- UNIVEN will evaluate the Proposals with reference to UNIVEN set and approved evaluation criteria guided by the procurement policy as indicated. UNIVEN reserve the right to appoint a specialist/consultant to assist in performing such evaluations.

PHASE 1: PRE-QUALIFICATION / MANDATORY REQUIREMENTS

- UNIVEN has defined minimum pre-qualification/mandatory criteria listed in the table below that must be met by the Supplier in order for UNIVEN to accept an offer for evaluation.
- The pre-qualification evaluation will be carried out by UNIVEN is to determine which Proposer's responses are compliant or non-compliant with the proposal specifications/requirements issued by UNIVEN as part of the proposal process.
- Where there is failure to comply with the pre-qualification criteria and UNIVEN is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the proposal will be disqualified.
- No points allocated for mandatory requirements. Suppliers not meeting these mandatory requirements will be disqualified from the evaluation process.

EVALUATION PROCESS (CONTINUED)



PRE-CHECKING OF DOCUMENTS:

24. MANDATORY SUBMISSIONS – STAGE

PLEASE COMPLETE THE TABLE BELOW AND ATTACH SUPPORTING DOCUMENTS

		Y/N	Office use only
1	Proof of payment attached		
2	Company Registration Certificate – CIPRO		
3	Valid Tax Clearance Certificate or SARS Pin		
4	Comprehensive Company Profile		
5	Valid Certified ID Copies of all Company Directors within 3 months old		
6	Current Proof of Business Address (Provide lease agreement or University utility bill)		
7	Fully Initialled & Completed tender document pages		
8	Signed Declaration of Interest		
9	Bank Account Confirmation Letter.		
10	Please provide three (3) Positive references with full details (contact, contact person & email address) of references where you rendered service for the last five (5) years.		
11	Board Resolution: Certificate for authority for signature		
12	Annual Financial Statement within 12 months		
13	Completion of the Standard Bidding Forms (SBD 4)		
14	Certificate/letter: Confirmation of supply arrangements between the bidder and his/her supplier		

All relevant sections complete and signed and all pages of tender document initialled by authorized signatory. Proof attached that signatory is duly authorized to enter into contractual agreement with University of Venda on behalf of the organization

DECLARATION

I declare that all relevant documentations have been included with the bid document and all the tender conditions have been adhered to.

.....

.....

Name

Signature

Date

.....

.....

Capacity

Name of Firm



EVALUATION PROCESS (CONTINUED)

PHASE 2: FUNCTIONALITY AND BBBEE PREFERENCE POINT CRITERIA:

Stage 1: Functionality

In Stage 1 Supplier will be assessed in terms of experience in a similar environment, financial stability and delivery period. Only Suppliers scoring **70%** and more will be considered for Stage 2;

* Functionality points will be scored and allocated by UNIVEN according to table below

FUNCTIONALITY ASSESSMENT CRITERIA	Weight	Score	Total
Company Work Experience (min of 3 years' experience)	40	40	
Company References: Provide positive contactable references that are not older than five years. <i>Appointment letters are not reference letters and bidders will score zero.</i> <ul style="list-style-type: none"> • 3 Positive Contactable references in the stationery delivery = (40 points) • 2 Positive Contactable references in the stationery delivery = (30 points) • 1 Positive Contactable references in the stationery delivery = (20 points) 			
Lead Time of goods	50	40	
Department/institution: Provide purchase order and signed and date stamp delivery note <ul style="list-style-type: none"> • 5 days of delivery = (40) • 6 days of delivery = (35) • 7 days of delivery = (30) • 8 days of delivery = (25) • 9 days of delivery = (15) • 10 days of delivery = (10) 			
Locality	20	20	
Local Infrastructure Limpopo Province Proof of local infrastructure essential (e.g. Utility bill or Lease Agreement etc.) Vhembe District Municipality = 20 points Within Limpopo Province = 10 points Outside of Limpopo Province = 0 points			



TOTAL IN RANDS(VAT INCLUSIVE)

4. DETAILS OF THE COMPANY

Registration CK No. _____

Company Name: _____

Compilers Name: _____

Signature : _____

Date : _____

ANNEXURE B



SBD4 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.

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

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.

- 2.2 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, (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. 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.

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
of bidder

Name

