

**TENDERS/DITHENDARA
SUPPLIES / LEWERANSIES / PHAHLO (THEPA)**

BID NO. /	DESCRIPTION	PERIOD		
DEPARTMENT OF EDUCATION				
E13/2021/2022	SUPPLY AND DELIVERY OF SCHOOL STATIONERY PACKS AT SCHOOLS IN ALL DISTRICTS IN THE FREE STATE PROVINCE	THREE YEARS FROM DATE OF APPROVAL (FOR SUPPLY AND DELIVERY FOR ACADEMIC YEARS 2022, 2023 AND 2024)		
GENERAL INFORMATION		CLOSING DATE AND TIME	BID DOCUMENTS ARE OBTAINABLE FROM	BID MUST BE ADDRESSED AND POSTED TO
<p>NO BRIEFING SESSION WILL BE CONDUCTED</p> <p>STAGE ONE OF EVALUATION:</p> <p>BID PRE-QUALIFICATION CRITERIA FOR PREFERENTIAL PROCUREMENT (DEFINED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017):</p> <p>➤ COMPULSORY SUB-CONTRACTING</p> <p>Compulsory sub-contracting of a minimum of 30% to EME's or QSE's contractors/suppliers (which has a minimum of 51% Black ownership).</p> <p><u>Conditions of sub-contracting:</u></p> <ul style="list-style-type: none"> • The sub-contractor/s must be registered on CSD. • The prime contractor must at time of submitting the bid complete the Sub-Contracting Annexure in the bid document and provide requesting documentation of subcontractor/s (compulsory) • The Prime contractor directors or shareholders must not be directors or shareholders of the SMMEs being subcontracted. <p>➤ BBBEE CONTRIBUTOR LEVEL 1-5</p> <p>Only tenderers having B-BBEE status level of contributor 1-5 will be considered.</p> <p><u>Conditions of B-BBEE level:</u></p> <ul style="list-style-type: none"> ✓ If the <u>level</u> is not indicated on your certificate/affidavit your offer will be disqualified. ✓ If the BBBEE certificate/sworn affidavit is not <u>signed</u> your offer will be disqualified. (In case of sworn affidavit it should be signed by both the bidder and the commissioner of oath.) ✓ If the BBBEE certificate/sworn affidavit level is not between 1-5 your offer will be disqualified. ✓ If the BBBEE certificate /sworn affidavit is not valid (expired) your offer will be disqualified. ✓ If an originally <u>certified/ original</u> BBBEE certificate/sworn affidavit is not attached your offer will be disqualified. ✓ In case of a <u>Joint Venture</u> a <u>consolidated B-BBEE certificate</u> for the Joint venture company should be submitted. Please note if BEE certificates/sworn affidavits for each company is submitted and not a consolidated B-BBEE certificate your offer will be disqualified as proof of the correct BBBEE level for the Joint Venture cannot be determined. The consolidated B-BBEE certificate/affidavit should comply with the requirements as mentioned in above 		<p>15 OCTOBER 2021 at 11:00 am</p>	<p>Bid documents can be downloaded free of charge from the National Treasury eTender Publication Portal at the following address:</p> <p>http://www.etenders.gov.za (Click then on <i>Opportunities</i> and choose <i>Advertised Tenders</i>)</p> <p>OR</p> <p>http://www.education.fs.gov.za (Click on Budget & Procurement and choose bids and then bid documents)</p>	<p>Completed bid documents should be sealed, clearly marked with bid number and be delivered or couriered and deposited in to the bid-box to the following address:</p> <p>N8 Gateway Office Park Plot 22 C/O Rudolf Greyling & AW Louw Avenue Estoire BLOEMFONTEIN 9301</p> <p>Please note the bid box is next to <u>Entrance 3</u></p>

bullets.

A tenderer that fails to meet the pre-qualifying criteria is an unacceptable tender.

STAGE TWO OF EVALUATION:

**FUNCTIONALITY EVALUATION (SEPARATE FROM PRICE):
50 POINTS**

- Detailed functionality points allocations will be contained in the bid document.

The bidder must score at least **35 out of 50** for functionality to qualify for further evaluation.

STAGE THREE OF EVALUATION:

SPECIAL BID CONDITION: SAMPLES

Non- returnable Samples, **clearly marked with supplier name, bid number, item number and item description**, should be submitted for items as indicated in par 1.3.12 of the Special Conditions. Samples should be submitted on the closing date of **15 October 2021** at 11:00 at the same address where bid documents will be delivered.

STAGE FOUR OF EVALUATION:

Bids will be evaluated on the **90/10** Preference Point System

Points for price: 90
Points for B-BBEE status level contribution: 10

CONDITIONS ON PRICING:

Failure to price/quote on ALL PACKS will lead to disqualification of the offer.

The following to be submitted:

- Printed and signed hard copy of captured prices on pricing schedule (excel spreadsheet)

It is preferable that the Service Provider also submit:

- The pricing schedule with captured prices on a disk or USB stick

TAX MATTERS TO BE PROOFED TO BE IN ORDER.

NB: Bidders to submit the following documentations:

- Proof that tax matters are in order/CSD print out report with compliant tax matters
- In case of joint venture proof of valid tax matters for both companies/CSD print out report of all partners must be attached.
- Copy of joint venture agreement signed by all the parties (in case of joint venture) must be attached.
- All SBD forms or schedules contained in the bid document to be completed and signed.
- Documentation for functionality evaluation.
- **Original/Original certified and valid BBEE certificate**

Contact Person:

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The department will only consider original bid documents as issued. Faxed, emailed or late bid documents will not be consider.