



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### REQUEST FOR QUOTATION

<b>QUOTATION NUMBER: WQ-31825</b>			
<b>DESCRIPTION: OFFICE STAMPS</b>			
<b>DEPT CONTACT PERSON: KHOSA MKHACANI</b>			
<b>CONTACT NUMBER: 012 336 7743</b>			
<b>DATE SOURCED: 12 February 2025</b>			
<b>SUPPLIER DETAILS:</b>			
<b>SUPPLIER NAME</b>			
<b>TEL NO:</b>		<b>EMAIL</b>	
<b>ATTENTION:</b>			

<b>QUOTATION RESPONSES MUST SEND VIA EMAIL TO:</b>							
<b>CLOSING DATE FOR QUOTATION (S)</b>							
	<b>DATE: 17 February 2025</b>	<b>TIME:</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	
<b>No</b>	<b>Item Description: STAMPS</b>	<b>Quantity</b>					
1	DATE STAMPS	15					
2	PAID STAMPS	7					
3	RECEIVED STAMPS	8					
4	CHECKED BY STAMP	1					
5	CERTIFIED STAMP (DD: FINANCIAL ACCOUNTING)	1					
6	CERTIFIED STAMP (FINANCIAL ACCOUNTING)	3					
7	NAME STAMP	13					

#### IMPORTANT INFORMATION

#### SERVICE PROVIDERS ARE REQUESTED TO ENSURE THE FOLLOWING BEFORE SUBMITTING RESPONSES

- All SBD documents provided with the quotation MUST be fully completed and signed (SBD 1, SBD 4, SBD 6.1 SBD 6.2 (if applicable))
- The signature dates MUST be in line with the current request for quotation.
- All quotations MUST be inclusive of vat (if a supplier is a VAT Vendor).
- All items quoted must be correctly calculated.
- Company's tax status on CSD MUST be compliant with SARS when submitting a quotation.
- In terms of branded items, the brand name, and the model to be supplied MUST be stipulated in the quotation.
- All quotations must be valid for 60 days.
- Delivery period MUST be indicated on the quotation.
- Late quotations will not be considered.
- Company's tax status MUST be compliant with SARS when submitting a quotation.
- Suppliers' attention is drawn on SBD 6.1 which must be used for claiming points for specific goals. Service providers are advised to use the formula on the Annexure A which provides guidance of how to calculate points to be claimed. Service providers are also encouraged to ensure that the ownership percentages used to calculate claimed points are accurate as these will be used in awarding the quotation as per PPR.
- **NB: SUPPLIERS ARE REQUESTED TO PROVIDE THE BRAND NAME OF THE QUOTED ITEMS ON THE QUOTATION**

**NB: QUOTATIONS WILL BE AWARDED BASED ON THE HIGHEST SCORE FOR PRICE AND SPECIFIC GOALS COMBINED AND NO LONGER BASED ON THE LOWEST QUOTATION IN LINE WITH THE PPR 2022**

**SBD 3.1**

**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**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder: .....	Bid number: <b>WQ-31825</b>
Closing Time 11:00	Closing date: <b>17 February 2025</b>

**OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.**

SEQ	QTY	DESCRIPTION:	BRAND	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
1	15	DATE STAMP:  Easy to refill or replace ink. Date format. Year/Month/Day  (BLACK INK)		UNIT PRICE R.....  TOTAL PRICE R.....
2	07	PAID STAMP:  9/16" x 1-1/2"(14mm x38mm)  Comes with red ink as standard		UNIT PRICE R.....  TOTALPRICE R.....
3	08	RECEIVED STAMP:  50x30 mm SAMPLE SIZE BLACK INK		UNIT PRICE R.....  TOTAL PRICE R.....
4.	01	CHECKED BY STAMP:  CHECKED BY H VAN NIEKERK Lines of text Up to 4 lines of		UNIT PRICE R.....

		Custom Text Size of imprint 14 x 38 mm RED INK		TOTAL PRICE R.....
5.	01	<b>CERTIFIED STAMP (DD: FINANCIAL ACCOUNTING)</b>  Self-Inking Stamp - 7 lines - 70mm x 30mm COLOUR RED OR BLACK INK		UNIT PRICE R.....  TOTAL PRICE R.....
6	04	<b>CERTIFIED STAMP (FINANCIAL ACCOUNTING)</b> Self-Inking Stamp - 7 lines - 70mm x 30mm COLOUR RED OR BLACK INK		UNIT PRICE R.....  TOTAL PRICE R.....
7.	13	NAME STAMPS:  •Max Customized Text Plate Size: 47 x 18mm. •SELK INKING •BLACK INK  1.MARUAPULA M.L 2.MOKWENA D.M 3.RAMBANI O.P 4.VAN NIEKERK H 5.MOELETSI J.T 6.NELUVHOLA N.P 7.WILLIAMS A 8.MALAZA S.M 8.LETSAU J.L 10.NDHLOVU P.N 11.KWITSHANE M 12.MOKONYANE K.F 13.MOGOTSI N. P		UNIT PRICE R.....  TOTAL PRICE R.....
VAT if Registered or VAT Vendor				R
TOTAL AMOUNT				R

- Required by:

- At:

.....

- .....
- Brand and model .....
    - Country of origin .....
  - Does the offer comply with the specification(s)? \*YES/NO
  - If not to specification, indicate deviation(s) .....
  - Period required for delivery .....
    - \*Delivery: Firm/not firm
  - Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

\*Delete if not applicable

NB:

**Special Condition of Bid**

**The department reserves to write to engage with the successful service provider to negotiate the prices as submitted.**




**If it is envisaged that negotiations will be conducted only with the successful supplier, the negotiations will be based on a best estimate of the cost of the works.**



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### SPECIFICATION FOR MONITOR

IMAGE	DESCRIPTION	QUANTITY
<b>DATE STAMP</b> 	Easy to refill or replace ink  Date format Year/Month/Day  It prints <b>3.8mm</b> date  (BLACK INK)  Example 2024 -10- 31	15
	9/16" x 1-1/2" (14mm x 38mm)  Comes with <b>RED INK</b> as standard.  <b>PAID</b>  Example 	7

End User Initials: T.T.M.....

<p><b>RECEIVED STAMP</b></p> 	<p>50x30 mm</p> <p>SAMPLE SIZE</p> <p>BLACK INK</p> 	<p>8</p>

End User Initials: T.T.M

**CHECKED BY STAMP**



CHECKED BY H VAN NIEKERK

Lines of text Up to 4 lines of Custom Text

Size of imprint 14 x 38 mm

RED INK

CHECKED BY  
H VAN NIEKERK

1

End User Initials: T. J. M.

**CERTIFIED STAMP**



**Self-Inking Stamp - 7 lines - 70mm x 30mm**

**COLOUR RED OR BLACK INK**

Certified a true copy of the original document and  
that no visible alterations have been made by an  
unauthorised person on the original

.....  
: Financial Accounting  
DEPARTMENT OF WATER & SANITATION

Datum/Date:.....

1

**CERTIFIED STAMP**



**Self-Inking Stamp - 7 lines - 70mm x 30mm**

**COLOUR RED OR BLACK INK**

Certified a true copy of the original document and  
that no visible alterations have been made by an  
unauthorised person on the original

.....  
: Financial Accounting  
DEPARTMENT OF WATER & SANITATION

Datum/Date:.....

3

End User Initials: T.T.M.



## NAME STAMPS



- Max Customized Text Plate Size: 47 x 18mm.
- SELK INKING
- BLACK INK

13

- 1.MARUAPULA M.L
- 2.MOKWENA D.M
- 3.RAMBANI O.P
- 4.VAN NIEKERK H
- 5.MOELETSI J.T
- 6.NELUVHOLA N.P
- 7.WILLIAMS A
- 8.MALAZA S.M
- 8.LETSAU J.L
- 10.NDHLOVU P.N
- 11.KWITSHANE M
- 12.MOKONYANE K.F
- 13.MOGOTSI N.P

End User Initials: T.T.M.

## **SBD4**

### **BIDDER'S DISCLOSURE**

#### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of his 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 interest<sup>1</sup> 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.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

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<sup>1</sup> 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.




### 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 consortium<sup>2</sup> 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

<sup>2</sup> 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.

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.

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

**SBD 6.1**

### **PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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#### **1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

## 1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 80/20 preference point system.

## 1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

## 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

## 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

## 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20</b>	<b>or</b>	<b>90/10</b>	
$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$	

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

<b>80/20</b>	<b>or</b>	<b>90/10</b>	
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$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in		Number of points claimed (80/20
--	--	---------------------------------



terms of this tender		system) (To be completed by the tenderer)
Women	5	
People with disability	5	
Youth (35 and below)	5	
Location of enterprise (Province)	2	
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	3	
<b>Total points for SPECIFIC GOALS</b>	<b>20</b>	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

i) The information furnished is true and correct;

ii) The preference points claimed are in accordance with the General Conditions as

indicated in paragraph 1 of this form.

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process.
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

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