



BUFFALO CITY METRO HEALTH DISTRICT
OFFICE OF THE SENIOR MANAGER: FINANCE
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Enquiries: Mr. B Sijadu

INVITATION TO QUOTE

PRICE QUOTE NO: RFQ-BCMHD-2025/2026-026

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

ADVERT DATE: 22nd JANUARY 2026

CLOSING DATE AND TIME: 29th JANUARY 2026 @ 11:00AM

The RFQ document can be downloaded electronically from the departmental website: www.echealth.gov.za

Enquiries: Mr. B Sijadu

1. Service providers are kindly requested to submit price quotations on the attached SBD 3.1 for the specified items.
2. By submitting the price quotation, it is accepted that you fully understand the requirements of this invitation and have familiarized yourself with the General Conditions of Contract (GCC) available on National Treasury website www.treasury.gov.za. The GCC can be available on request at our offices.
3. Buffalo City Metro Health District reserves the right to award the price quote in its totality to one service provider.
4. Service providers must submit the price quotation in a sealed marked envelope for the attention of Mr. B Sijadu before the Closing date and time.
5. Service providers must attach a recent CSD report together with the fully completed SBD forms attached as follows:
 - SBD 1
 - SBD 3.1
 - SBD 4
 - SBD 6.1
6. All submissions for this invitation must be made on or before the closing date and time.


.....
Supply Chain Manager

22/01/26
.....
Date

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

SPECIFICATION

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

NB: ALL TONER CARTIRIDGES AND DRUM UNITS MUST BE ORIGINALS. NO GENERICS WILL BE ACCEPTED.

Scope of work



Printers with Drum unit & Toner Cartridges:			
No.	Item Name	Item Description /Required	QTY
1.	Brother Printer:MFC-274DW TN2355	Toner Cartridge	2
		Drum Unit	1
2.	Brother Printer:MFC-7360 TN2280	Toner Cartridge	2
		Drum Unit	1
3.	Brother Printer MFC – J200	Toner Cartridge	2
		Drum Unit	1
4.	Brother HL -1210W	Toner Cartridge	2
		Drum Unit	1
5.	Brother T910W	Toner Cartridge	2
		Drum Unit	1
Printers without Drum Unit			
6.	HP Laser Jet Pro MFP M281	Toner Cartridge	1
7.	HP Laser Jet Pro MFPM276n	Toner Cartridge	1
8.	HP Laser Jet P2055d	Toner Cartridge	1
9.	HP Laser Jet P2035	Toner Cartridge	1
10.	HP Office Jet 8013	Toner Cartridge	1
11.	Samsung CPL415nw	Toner Cartridge	1
12.	HP Laser Pro 400	Toner Cartridge	1
Computer Accessories			
13.	Mouse	Wired mouse Equivalent to Volcano TALC series 2.4Ghz	
14.	Mouse	Wireless	
15.	Keyboard	Wireless	

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

16.	Keyboard	USB keyboard Equivalent to Volcano mineral series
17.	Wireless projector remote	Equivalent to Logitech wireless presenter R400 Presenter (Black)
18.	External hard drive	Equivalent to Verbatim 53194
19.	USB drive	Equivalent to SanDisk 32GB
20.	Computer speakers Multimedia , speakers , 3.5 mm, black, one size	Equivalent to Logitech 980-000814 z150.
21.	Thermal transfer ribbon 110 mm x 70 Prem wax B210 OUT	For Label Printers
22.	Wi-Fi Adapter Wireless USB Wi-Fi Dongle for desktop, laptop mini Wi-Fi stick	Wireless USB
23.	HMDI cable 1.5m cable male to male lead High speed HDMI with thernet 3D ready 1080pt for higher definition 24K gold plated connections	HDMI cable
24.	USB to LAN adaptor	Equivalent to Volcano VK -20166 GM Lan series USB 3.0 to Gigabyte
25.	Adaptor, male HDMI to female VGA	HDMI Adaptor
26.	Laptop backpack bag, black, 15.6-inch	Laptop backpack Bag

The Service Level Agreements will be signed between the service provider and the department.

PLEASE NOTE: THIS OFFER IS SUBJECT TO THE STIPULATION OF THE GENERAL CONDITIONS OF CONTRACT ON THE TREASURY WEBSITE.

Approved	Initials & Surname	Signature	Date
End User	L. MNGE		21,01,2026
SCM Manager		N. M. Addeşan	21/01/26

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

EVALUATION CRITERIA AND PROCESSES:

There will be two (2) stages in the evaluation of this invitation.

1ST STAGE IS THE ADMIN COMPLIANCE TO THE INVITATION AND ALL SUPPORTING DOCUMENTS REQUESTED.

#	Requirement	Complied	
		YES	NO
A	Invitation to Bid (SBD1) completed and signed		
B	Pricing Schedule (SBD 3.1)		
C	Declaration of Interest (SBD 4)		
D	Preferential Points Claim (SBD 6.1)		
E	CSD REPORT		

CONDITIONS OF THIS INVITATION:

1. Service providers are to complete all documents attached SBD forms together with the CSD report for this invitation. (All SBD DOC attached).
2. Quotation must be submitted on the SBD 3.1 in line with the specification and include all the cost relating to the invitation and must be VAT inclusive (N.B. no hidden cost will be paid by the Department of Health.)
3. The SBD 3.1 must be stamped, dated and signed.
4. The General condition of contract will be applied.
5. The RFQ will be awarded to one service provider on a rate basis on an as and when needed basis, not exceeding R1 Million.
6. The total overall per item for all items quoted will be used to calculate 80/20 principle.
7. Bidders must have provided supporting documentation as per the bid requirements.

NB: ALL TONER CARTIRIDGES AND DRUM UNITS MUST BE ORIGINALS. NO GENERICS WILL BE ACCEPTED.

NB: ALL THE ABOVE REQUIREMENTS MUST BE COMPLETED COMPREHENSIVELY.

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

2ND STAGE: PRICE EVALUATION IN TERMS OF THE PPPFMA IN LINE WITH THE 80/20 PRINCIPLE.

THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

**PART A
INVITATION TO BID**

SBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RFQ: 2025/2026-026	CLOSING DATE:	29/01/2026	CLOSING TIME:	11:00
DESCRIPTION	SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BUFFALO CITY METRO HEALTH DISTRICT					
79 CORNER FITZPATRICK ROAD, MERINO STREET					
QUIGNEY					
EAST LONDON, 5201					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr B Sijadu		CONTACT PERSON	Mr L Mnge	
TELEPHONE NUMBER	043 708 1782		TELEPHONE NUMBER	043 708 1763	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	buntu.sijadu@echealth.gov.za		E-MAIL ADDRESS	Ludwe.mnge@echealth.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

<p>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES ENCLOSE PROOF]</p>	<p>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</p>	<p><input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>[IF YES, ANSWER THE QUESTIONNAIRE BELOW]</p>
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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**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: RFQ-BCMHD-2025/2026-026
Closing Time 11:00 AM	Closing date: 29 January 2026

OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID

BID PRICE IN RSA CURRENCY ** (ALL APPLICABLE TAXES INCLUDED)

Printers with Drum unit & Toner Cartridges:				
No.	Item Name	Item Description /Required	QTY	Unit Price Inclusive of VAT and All Costs
1.	Brother Printer:MFC-274DW TN2355	Toner Cartridge	1	
		Drum Unit	1	
2.	Brother Printer:MFC-7360 TN2280	Toner Cartridge	1	
		Drum Unit	1	
3.	Brother Printer MFC – J200	Toner Cartridge	1	
		Drum Unit	1	
4.	Brother HL -1210W	Toner Cartridge	1	
		Drum Unit	1	
5.	Brother T910W	Toner Cartridge	1	
		Drum Unit	1	
Printers without Drum unit				
6.	HP Laser Jet Pro MFP M281	Toner Cartridge	1	
7.	HP Laser Jet Pro MFPM276n	Toner Cartridge	1	
8.	HP Laser Jet P2055d	Toner Cartridge	1	
9.	HP Laser Jet P2035	Toner Cartridge	1	
10.	HP Office Jet 8013	Toner Cartridge	1	

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

11.	Samsung CPL415nw	Toner Cartridge	1	
12.	HP Laser Pro 400	Toner Cartridge	1	
13.	Mouse	Wired mouse Equivalent to Volcano TALC series 2.4Ghz	1	
14.	Mouse	Wireless	1	
15.	Keyboard	Wireless	1	
16.	Keyboard	USB keyboard Equivalent to Volcano mineral series	1	
17.	Wireless projector remote	Equivalent to Logitech wireless presenter R400 Presenter (Black)	1	
18.	External hard drive	Equivalent to Verbatim 53194	1	
19.	USB drive	Equivalent to SanDisk 32GB	1	
20.	Computer speakers Multimedia , speakers , 3.5 mm, black, one size	Equivalent to Logitech 980- 000814 z150.	1	
21.	Thermal transfer ribbon 110 mm x 70 Prem wax B210 OUT	For Label Printers	1	
22.	Wi-Fi Adapter Wireless USB Wi-Fi Dongle for desktop, laptop mini Wi- Fi stick	Wireless USB	1	
23.	HMDI cable 1.5m cable male to male lead High speed HDMI with themet 3D ready 1080pt for higher definition 24K gold plated connections	HDMI cable	1	

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.

24.	USB to LAN adaptor	Equivalent to Volcano VK - 20166 GM Lan series USB 3.0 to Gigabyte	1	
25.	Adaptor, , male HDMI to female VGA	HDMI Adaptor	1	
26.	Laptop backpack bag, black, 15.6-inch	laptop backpack Bag	1	
Total Amount				

Date: _____ Sign: _____	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <u>COMPANY STAMP</u> </div>
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Service providers must Stamped, Dated and Signed Pricing schedule SBD 3.1

- 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

** "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

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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.

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 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

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:

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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 consortium¹ 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 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.

¹ 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.
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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

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).

The applicable preference point system for this tender is the **80/20** preference point system.

The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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.

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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 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

80/20

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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 terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Historically Disadvantaged Individuals Ownership	20% (4)	
Women Ownership	20% (4)	
Youth Ownership	20% (4)	
Disability Ownership	20% (4)	
Military Veterans Ownership	10% (2)	
Locality Ownership (BCM)	10% (2)	
TOTAL	100% (20)	

- a) *Service providers must submit proof of its Specific Goals points claimed / status of contributor.*
- b) *The Specific Goals supporting documents required to verify claimed points may in line with the specified requirements include:*
 - *Historically Disadvantaged Individuals Ownership: Proof of ownership (CIPRO certificate) with id no. (any person born before and during 1993) (With percentage ownership)*
 - *Women Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no. (With percentage ownership)*
 - *Youth Ownership: Ownership: Proof of ownership (CIPRO certificate) with id no. (any person between age of 18 and 35) (With percentage ownership)*
 - *Disability Ownership: Proof of ownership (CIPRO certificate) with valid medical documentary proof. (With percentage ownership)*
 - *Military Veterans Ownership: Proof of ownership (CIPRO certificate) with valid proof of veteran status. (With percentage ownership)*
 - *Locality Ownership: Proof of business address (municipal account, municipal letter, traditional council, traditional authority or valid lease agreement, letter from the municipal councilor)*
 - *Updated CSD report (Full report of CSD not older than 15 days)*

DECLARATION WITH REGARD TO COMPANY/FIRM

3.3. Name of company/firm.....

3.4. Company registration number:

3.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company

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- (Pty) Limited
 - Non-Profit Company
 - State Owned Company
- [TICK APPLICABLE BOX]

3.6. 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:

SUPPLY AND DELIVERY OF DESKTOP PRINTER TONERS, CARTRIDGES AND ALL ICT EQUIPMENT FOR BCMHD FACILITIES ON A RATE BASIS AS AND WHEN REQUIRED NOT EXCEEDING R1 MILLION.