correctional services
Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

Ref : 6/1/3/1
Enq : Masondo N.
Date: 2 November 2026

The Manager

Sir / Madam

BID/ QUOTATION NTU 101/2026-27: SUPPLY AND DELIVERY OF STATIONERY, BOOKS AND SPORTS ACCESORIES: NCOME MANAGEMENT AREA: DEPARTMENT OF CORRECTIONAL SERVICES.

The Department of Correctional Services requires the item(s)/service as described per attached bid invitation, and you are requested to complete the bidding documents and to submit it in accordance with the under-mentioned stipulations:

- The conditions contained in the attached annexures apply.
- The bid must be submitted in a sealed envelope with the name and address of the bidder with the bid number and closing date indicated on the envelope. The cover or envelope must not contain documents relating to any bid other than that shown on the cover or envelope.
- The closing date of the bid will be at **11h00 on 10 November 2026 and** will be valid for a period of **90** days after the closing date.
- The attached forms/annexures, if completed in detail and returned, will form part of your bid.
- **All communication regarding this bid before the closing date and time must be done in writing.**

You are advised to acquaint yourself with the contents of the attached General Conditions of Contract.

With reference to the SBD 6.1, the following documentation **must** be submitted with your bid:

Cipro Certificate Certified
Copy(s) of ID document(s) Certified
Copy of B-BBEE Certificate/ Sworn Affidavit Certified

TAKE NOTE:

- **ENSURE THAT ALL COPIES ARE ORIGINAL CERTIFIED. (CERTIFIED DATE NOT OLDER THAN SIX (06) MONTHS CERTIFIED)**
- **PLEASE COMPLETE AND SIGN BD 27 (IF NOT COMPLETE YOU CAN BE DISQUALIFIED)**

PS: THE FOLLOWING DOCUMENTARY PROOF MUST BE SUBMITTED WITH THE QUOTATION/BID TO CLAIM FOR PREFERENCE POINTS ACCORDANCE NATIONAL TREASURY CIRCULAR 01 OF 2022/23:

- **Women**: Signed affidavit (Signed off by SAPS) confirming gender, BBBEE Certificate, Sworn Affidavit as per DTI prescribed template.
- **Disability**: Medical certificate signed by the doctor.
- **Black**: Signed affidavit (Signed off by SAPS) confirming gender, BBBEE Certificate, Sworn Affidavit as per DTI prescribed template.
- **Youth**: Certificate Identity document, BBBEE Certificate, Sworn Affidavit as per DTI prescribed template.

It will be expected of the successful bidder to sign a formal contract at this office as soon as possible, but before the validity of the bid expires, after being notified of the acceptance of his/her bid.

Yours faithfully

For AREA COMMISSIONER: NCOME
N. MASONDO

correctional services
Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

PART A
INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT CORRECTIONAL SERVICE: NCOME					
BID NUMBER:	**NTU 101/2026-27**	CLOSING DATE:	**15 OCTOBER 2026**	CLOSING TIME:	**11H00**
DESCRIPTION	**SUPPLY AND DELIVERY OF STATIONERY, BOOKS AND SPORTS ACCESORIES: NCOME MANAGEMENT AREA: DEPARTMENT OF CORRECTIONAL SERVICES.**				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT *(STREET ADDRESS)*					
NCOME CORRECTIONAL SERVICE **PRIVATE BAG X 9420** **VRYHEID** **3100**			**TENDER BOX AT TRAP GATE** **NCOME CORRECTIONAL CENTRE** **BLOOD RIVER ROAD TO NQUTHU ROAD** **VRYHEID** **3100**		
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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ Yes ☐ No	
AN ACCOUNTING OFFICER ASCONTEMOLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICATION IN THE BOX	☐	ALL ACCOUNTIONF OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)			
	☐	A VERIFICATION AGENCY ACCREDITRD BY THE SOUTH AFRICAN ACCREDITATION (SANAS)			
	☐	A REGISTERED AUDITOR NAME:			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE **IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?**	☐Yes ☐No [IF YES ENCLOSE PROOF]	*ARE YOU A FOREIGN BASED SUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?***	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
SIGNATURE OF BIDDER	.....	**DATE**	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to this bid eg. Resolution of directors, ect)			
TOTAL NUMBERS OF ITEMS OFFERED		**TOTAL BID PRICE (ALL INCLUSIVE)**	**R**.....
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
DEPARTMENT/ PUBLIC ENTITY	**NCOME CORRECTIONAL SERVICES**	DEPARTMENT/ PUBLIC ENTITY	**NCOME CORRECTIONAL SERVICES**
CONTACT PERSON	**MS:MAVUSO S.C**	CONTACT PERSON	**Mr NCUBE SM**
TELEPHONE NUMBER	**034-972 9340 EXT.2060 & 2064**	TELEPHONE NUMBER	**034-972 9340**
FACSIMILE NUMBER	**034 972 9303**	FACSIMILE NUMBER	**034 972 9303**
E-MAIL ADDRESS	Sizakele.mavuso@dcs.gov.za	E-MAIL ADDRESS	

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 ONLINE**
1.3.	**BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIERS DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/ IDENTITY NUMBERS; TAX COMPLIANCE STATUS AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT OR DTI (CIPC) CERTIFICATES FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
1.4.	**WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/ IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT OR DTI (CIPC) CERTIFICATES FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.**
1.5.	THE BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATION, 2017. THE GENERAL CONDITION OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLTION OR SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY BE MADE VIA E-FILING IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE 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.

3.	**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**	
3.1	IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	☐ YES ☐ NO
3.2	DOES THE BIDDER HAVE A BRANCH IN THE RSA?	☐ YES ☐ NO
3.3	DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	☐ YES ☐ NO
3.4	DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	☐ 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.

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

PRICING SCHEDULE – FIRM PRICES SBD 3.1

(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: NTU 101/2026-27

Closing Time 11:00 on 10 NOVEMBER 2026

'Bidders must bid for all items in order to be considered for each item. Failure to bid for either one of the below item(s). Your bid document will be considered invalid.'

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

1. **SUPPLY AND DELIVERY OF STATIONERY, BOOKS AND SPORTS ACCESORIES**

ITEM NO.	QUANTITY	DESCRIPTION	PRICE PER UNIT/EACH	BID PRICE IN RSA CURRENCY (INCLUDING ALL APPLICABLE TAXES)
		STATIONERY		
1.1	400	A4 288 Pages Exersice Books		
1.2	06	Multi-functional Protractor 308g		
1.3	200	White latex free eraser		
1.4	500	Bic Ball point (black)		
1.5	100	Bic Ball point (red)		
1.6	25	Casio scientific calculator FX82 ZA Plus II Scientific		
1.7	3000	72 pages exercise books		
1.8	6	A4 75 Micron Laminating Clear Pouch 100 Pack		
1.9	18	Magnetic Whiteboard 95 x 50mm Peel Off Layer		
1.10	4	Metal Desktop Sharpner		
1.11	50	Pritt Glue 43g		
1.12	100	A4 Pocket Files 50 pages		
1.13	20	Wax crayons (assorted colours) 10 piece box set		
1.14	6	HB Pencils		
		TEXTBOOK		
1.15	10	Maths handbook and study guide teacher Guide -Grade 12 by Kevin Smith		
1.16	10	Mind in Action series Physical Science Study Guide-Grade12 by Marion Mann		

1.17	10	Accounting handbook and study guide - Grade 12 Simeon Mantel		
1.18	10	The answer series Grade 12 Economics 3 in CAPS Study Guide -Grade 12(Paperback) by Talita Lewis and Michael Engelbrecht		
1.19	10	Inqolobane Yesizwe by Nyembezi CLS and Nxumalo		

		SPORTS ACCESORIES		
1.20	10	Hard Ground Soccer Ball hard size 5		
1.21	15	Pair of tracksuits-size medium colour-green and white,polycotton 220gsm,ribbed cuffs,smooth stretch,lined hood		
1.22	4	Netball balls		
		GRAND TOTAL		

-	Required by:	**NCOME CORRECTIONAL SERVICES**
-	At:	NCOME CORRECTIONAL CENTRE
-	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

- Are you the actual manufacture/ dealer (who normally keeps stock of the required items)? *YES/NO
- If not, who is your actual manufacture/ dealer (who normally keeps stock of the required items? (See BD.27): _____

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.
***Mark the relevant Block with an X**

correctional services
Department:
Correctional Services
REPUBLIC OF SOUTH AFRICA

BD 27

AUTHORISATION DECLARATION: CONFIRMATION OF SUPPLY AND FINANCIAL ARRANGEMENTS BETWEEN THE BIDDER AND THIRD PARTY

BID NUMBER: **NTU 101/2026-27**

DESCRIPTION: **SUPPLY AND DELIVERY OF STATIONERY, BOOKS AND SPORTS ACCESORIES: NCOME MANAGEMENT AREA**

NAME OF BIDDER: _____

CLOSING DATE: **10 NOVEMBER 2026**

Are you sourcing the goods or services from a third party? _____

If you have answered YES to the above question, please provide full details from whom the items will be sourced/delivered, in the space provided on the pricing schedule (SBD 3).

DECLARATION BY THE BIDDER WHERE THE BIDDER IS SOURCING THE GOODS OR SERVICES FROM A THIRD PARTY:

1. I, _____ (Bidder) hereby declare the following:
   - The goods or services listed below, is being sourced from a third party in order to comply with the terms and conditions of the bid.
   - The third party has been informed of the terms and conditions of the bid and the third party is acquainted with the said terms and the description of the goods or services listed on the SBD 3.1 (Pricing Schedule).
   - The unconditional written undertaking to supply the goods or services listed in the SBD 3.1 (Pricing Schedule) in accordance with the terms and conditions of the bid document for the duration of the contract has been received from the third party. See confirmation below.
   - It is confirmed that all financial and supply arrangements for goods or services have been mutually agreed upon between the bidder and the third party.
2. The information contained herein is true and correct.
3. Failure to submit the BD 27 may invalidate the bid.
4. It is acknowledged that the Department reserves the right to verify the information contained herein and if found to be false or incorrect, the Department may invoke any remedies available to it in the bid documents.

SIGNATURE BY THE BIDDER:

Signed at _____ **on the** _____ **day of** _____ **20__**

Signature _____ **Full name** _____

Designation _____

BD 27

THIRD PARTY UNDERTAKING

Note:

- **A separate Undertaking must be completed by each Third Party;**
- **A letter issued on the official letterhead of the third party addressing the information below is acceptable.**

To be completed by the third party

Name of Third Party: _____

Physical Address: _____

Telephone number: _____

Facsimile number: _____

E-mail address: _____

It is hereby confirmed that a mutual agreement has been reached between myself and the bidder is therefore authorised to include the products listed in the SBD 3 (Pricing Schedule).

We confirm that we have firm supply and financial arrangements in place, and have familiarized ourselves with the item descriptions, specifications and bid conditions relating to the item/s listed in the table above.

SIGNATURE BY THE THIRD PARTY:

Signature: _____ **Full name:** _____

Designation: _____

Date: _____

SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**

2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

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.

SBD4

2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....
.....

2.4 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**

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	**Status (active/inactive/deleted)**

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I, ..., the undersigned, 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 to be false.

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.

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.

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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....	.....
Signature	Date
.....	.....
Designation	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

---

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 PREFERENCE POINT SYSTEM

a) The applicable preference point system for this tender is the 90/10 preference point system.

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

c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. 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.

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \text{ or } \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

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 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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 terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Women	3	7		
Youth	3	6		
Black	2	5		
People living with disabilities	2	2		

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: .....
.....
.....
.....

DEPARTMENT OF CORRECTIONAL SERVICES

SPECIAL CONDITIONS OF CONTRACT: BID/ QUOTATION NO NTU:101/2026-27

SUPPLY AND DELIVERY OF STATIONERY, BOOKS AND SPORTS ACCESSORIES: NCOME MANAGEMENT AREA: DEPARTMENT OF CORRECTIONAL SERVICES.

CONTENTS

1. INTRODUCTION 19
2. REGISTRATION ON CENTRAL SUPPLIERS DATABASE 20
3. CERTIFICATION OF DOCUMENTS BY A COMMISSIONER OF OATH 20
4. CONTRACT PERIOD 20
5. QUANTITIES 20
6. RESPONSE FIELDS 20
7. EVALUATION CRITERIA 21
7.1 PHASE 1: MANDATORY REQUIREMENTS 21
7.2 PHASE 2: PRICE SPECIFIC GOALS 22
7.2.1 TAX MATTERS 23
7.2.2 LEGISLATIVE AND REGULATORY REQUIREMENTS 23
7.2.3 CERTIFICATE: CONFIRMATION OF SUPPLY ARRANGEMENTS BETWEEN THE BIDDER AND HIS/HER SUPPLIER (BD 27) 24
7.3 PHASE 3: AWARDING OF BIDS 25
8. VALUE ADDED TAX 25
9. DECLARATION OF INTEREST (SBD 4) 25
10. PARTICIPATION OF GOVERNMENT OFFICIALS IN THE BIDDING PROCESS 26
11. FRONTING 26
12. PRICE AND PRICE QUALIFICATION 27
13. SUBMISSION OF PRICE QUOTATIONS 27
14. LATE BIDS 27
15. COMMUNICATION 27
16. COUNTER CONDITIONS 27
17. VENDOR ASSESSMENT (CAPABILITY AND FINANCIAL ABILITY) 28
18. NEGOTIATIONS 28
19. ORDERS/DELIVERIES/DELIVERY BASIS 29
20. PACKAGING 29
21. CONTRACT MANAGEMENT 29
22. PENALTIES 29
23. PAYMENTS 30
24. SETTLEMENT OF DISPUTES 30

1. INTRODUCTION

1.1 This bid and all contracts emanating there from will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999).

1.2 The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the Special Conditions of Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract prevail.

1.3 These conditions form part of the bid and bidders need to familiarize themselves with the content thereof.

2. REGISTRATION ON CENTRAL SUPPLIERS DATABASE

2.1 Bidders need to register on the National Treasury Central Supplier Database in order to do business with the state. Accounting Officers cannot award any bid or price quotations to any supplier who is not registered on the Central Suppliers Database. Bidders must log on www.csd.gov.za for self-registration.

3. CERTIFICATION OF DOCUMENTS BY A COMMISSIONER OF OATH

3.1 Bidders must ensure that all certified copies comply with the regulation governing the administering of an oath or affirmation. The Commissioner of oath must append a signature, date and also print out name. copies that do not comply with this regulation will be regarded as invalid.

3.2 **The date of certification of the original on all copies submitted should not be older than six (06) months.**

4. CONTRACT PERIOD

4.1 The contract shall be for the period of **ONCE OFF**.

5. QUANTITIES

5.1 The quantities furnished in the bid are **actual quantities** and no guarantee can be given regarding the actual quantities that will be ordered.

6. RESPONSE FIELDS

6.1 It is imperative that bidders submit responsive bids by completing all mandatory response fields and item questionnaires for the individual items. In this regard bidder's attention is drawn to the response field and price structure explanations and examples supplied in the bid document.

6.2 Bid documents should not be retyped or redrafted.

6.3 The following bid documents must be completed in hand writing, signed and submitted **in an original format:**

Document	Description
SBD 1	Invitation to Bid
SBD 3	Pricing Schedule
SBD 4	Declaration of Interest
SBD 6.1	**Preference points claim form in terms of the preferential procurement regulations 2022**

6.4 Alternative offers may be made for any item(s) on condition that the offer complies with the specification. **It must clearly be marked as an alternative offer.**

6.5 Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated in line with the index provided. No liability shall be accepted with regard to claims arising from the fact that pages are missing or duplicated.

7. EVALUATION CRITERIA

The evaluation process will be conducted in phases as follows:

Phase 1	Phase 2
Mandatory Requirements	**Price and Specific goals**
Compliance with mandatory requirements	Bids evaluated in terms of Preferential Procurement Regulations, 2022 and Internal DCS Procurement Policy

7.1 Phase 1: Mandatory Requirements

7.1.1 Registered on CSD

7.1.1.1 Bidder must be registered on the Central Supplier Database (CSD) and provide its CSD number and as per SBD1.

7.1.1.2 When a Consortium/ joint Venture / Sub- contracts are involved, each party must be registered on the Central Suppliers Database and their tax compliance status will be verified through the Central Supplier Database.

7.2 Phase 2: Price and Specific goals

7.2.1 In terms of Regulation of the Preferential Procurement Regulations pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the Department on the **80/20 or 90/10-preference** point system in terms of which points are awarded to bidders on the basis of:

a) **Bid price (maximum 80 points)**
b) **Specific goals (maximum 20 points)**

7.2.2 The following formula will be used to calculate the points for price:

Cases with a Rand value below R50 million (all applicable taxes included)		
$Ps = 80\left(1 - \frac{Pt - P\min}{P\min}\right)$		
Where :		
PS	=	Points scored for comparative price of bid or offer under consideration
Pt	=	Comparative price of bid or offer under consideration
Pmin	=	Comparative price of lowest acceptable bid or offer

7.2.3 Specific goals as per Department of Correctional Services policy will be awarded as follows :

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)
Women	3	7
Youth	3	6
Black	2	5
People living with disabilities	2	2

7.2.4 **The following documentary proof must be submitted to claim for specific goals:**

7.2.4.1 **Women: Signed affidavit (signed off by SAPS) confirming gender, BBBEE certificate, Sworn Affidavit as per DTI prescribed template.**

7.2.4.2 **Disability: Medical certificate signed by the doctor.**

7.2.4.3 **Black: Signed affidavit (signed off by SAPS) confirming race, BBBEE certificate, Sworn Affidavit as per DTI prescribed template.**

7.2.4.4 **Youth: Certified Identity document, BBBEE certificate, Sworn Affidavit as per DTI prescribed template.**

Note: For a bidder to qualify for preference points, ownership of 51% or more per procurement goal/historically disadvantaged individual must be obtained.

7.2.5 **The date of certification should not be older than six (6) months.**

7.2.6 The points scored by a bidder in respect of specific goals will be added to the points scored for price.

7.2.7 The points scored will be rounded off to the nearest 2 decimals.

7.2.8 **Tax Matters**

7.2.8.1 It is a condition of this bid that the tax matters of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the bidder's tax obligations.

7.2.8.2 The Tax Compliance status requirements are also applicable to foreign bidders/individuals who wish to submit bids.

7.2.8.3 Bidder must be registered on the **Central Supplier Database (CSD)** and provide its CSD number and TCS Pin as per SBD 1.

7.2.8.4 When a Consortium/ Joint Venture/ Sub-contractors are involved, each party must be registered on the Central Suppliers Database and their tax compliance status will be verified through the Central Suppliers Database.

7.2.8.5 **The bid will be awarded to the bidder who is tax compliant.**

7.2.9 **Legislative and Regulatory requirements**

7.2.10 **Certificate: Confirmation of supply arrangements between the bidder and his/her supplier (BD 27)**

7.2.10.1 Any bidder who does not normally 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 Department, must ensure that the attached BD 27 is completed by his/her supplier after they have familiarized themselves with the item(s) / description(s) / specifications and conditions of the bid for all relevant goods and services required from this bid. **Failure to submit a signed (BD 27) signed by the bidder and his/her supplier will invalidate the bid.**

7.2.10.2 Third parties must especially acquaint themselves with the conditions applicable to price increases.

7.2.10.3 A letter issued on the official letterhead of the third party addressing the information below is acceptable.

7.2.10.4 The bidder must ensure that the supply arrangements for the required goods and services have been mutually agreed upon with his/her supplier. No agreement between the bidder and his/her supplier will be binding on the Department.

7.2.10.5 **The Department reserves the right to verify any information supplied by the bidder and should the information be found to be false or incorrect, it will invalidate your bid.**

7.2.10.6 If a contract has been concluded on the basis of sourcing the product(s) from a manufacturer/dealer, distributor and the bidder for some or the other reason change the manufacturer/dealer, the Department should immediately be notified and a new BD 27-form (confirmation of supply arrangements between the bidder and his/her supplier) should be submitted.

7.2.10.7 **The Department will accept an original or certified copy of the completed and signed BD27 or a letter on the official letter head of third party and it must be attached with the standard bidding documents.**

7.2.11 Local Content

7.2.11.1 No offers with regard to imported products will be considered.

7.2.12 Standards/Specifications

7.2.12.1 Bidders are required to comply with the attached National Department of Correctional Services Product Specification: Food Items stipulated in the bid document throughout the contract period.

7.2.12.2 The supply of food items shall be regulated by the following legislation, policies and guidelines:

a) Foodstuffs, Cosmetics and Disinfectants, Act 54 of 1972 (as amended by Act No 32 of 1981 and Act No 97 of 1986).

b) Meat Safety Act, 2000 (Act No 40 of 2000).

c) Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) as amended by Occupational Health and Safety Amendment Act, No 181 of 1993 and Labour Relations Act, No 66 of 1995.

d) Departmental and National Department of Health Nutrition related policies, guidelines and procedures.

e) Regulation 962 (Regulations Governing General Hygiene Requirements for Food Premises and the Transport of Food)

f) All relevant regulations.

7.2.13 **Failure to comply with all requirements stipulated in paragraph 7.2. will invalidate your bid.**

7.3 Phase 4: Awarding of bids

7.3.1 A price quotation must be awarded to the bidder who scored the highest total number of points in terms of the preference point systems (price and B-BBEE points), unless objective criteria in terms of section 2(1)(f) of the Act justify the award of the price quotation to another bidder.

7.3.2 In the event that two or more price quotations have scored equal total points, the contract will be awarded to the bidder scoring the highest number of preference points for B-BBEE.

7.3.3 Should two or more price quotations be equal in all respects, the award shall be decided by the drawing of lots.

8. VALUE ADDED TAX

8.1 All bid prices are inclusive of 15% Value Added Tax (VAT), except in the case of a person that is not required to register for Value Added Tax.

9. DECLARATION Of INTEREST (SBD 4)

9.1 It is important that bidders acquaint themselves with the content of the Declaration of Interest (SBD 4).

9.2 A bidder or his/her authorized representative is required to declare his/her position in relation to the evaluating/adjudicating authority and/or **take an oath declaring his/her interest, where -**

a) The bidder is employed by the state; and/or

b) The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declaring acts and persons who are involved with the evaluation and or adjudication of the bid.

9.3 The Declaration of Interest (SBD 4) must be completed in full.

9.4 Declarations of any nature will not necessarily prejudice any bidder, however should a bidder knowingly submit false declarations, this Department will act against such bidder (company) and/or its Directors in terms of paragraph 23 of the General Conditions of Contract.

10. PARTICIPATION OF GOVERNMENT OFFICIALS IN THE BIDDING PROCESS

10.1 In accordance with Sections 118 and 121 of the Correctional Services Act, 1998 (Act 111 of 1998), no member of the Department of Correctional Services may participate in the bidding process of the Department.

10.2 **The Public Administration Act, 2014 (Act no. 11 of 2014), chapter 3, section 8(2)(a) specifies that an employee of the State may not conduct business with the State.**

10.3 Bidders having a kinship with persons employed by the state, including a blood relationship, must declare their interest on the SBD 4 (Declaration of Interest).

11. FRONTING

11.1 The Department of Correctional Services supports the spirit of Broad Based Black Economic Empowerment and recognizes that real development can only be achieved through individuals and businesses conducting themselves in accordance with the Constitution and in:

a) An honest, fair, equitable, transparent and legally compliant manner. Against this background the Department of Correctional Services condemn any form of fronting.

b) The Department of Correctional Services, in ensuring that bidders conduct themselves in an honest manner will as part of the bid evaluation processes, conduct or initiate the necessary enquiries, investigations to determine the accuracy of the representations made in the bid documents.

11.2 Should any of the fronting indicators as contained in the Guidelines on Complex Structures and Transactions and Fronting, issued by the Department of Trade and Industry, be established during such enquiry/ investigation, the onus will be on the bidder/ contractor to prove that fronting does not exist. Failure to do so within a period of 14 days from the date of notification may invalidate the bid/ contract and may also result in the restriction of the bidder/ contractor to conduct business with the public sector for a period not exceeding ten (10) years, in addition to any other remedies the Department may have against the bidder/ contractor concerned.

12. PRICE AND PRICE QUALIFICATION

12.1 Prices submitted for this bid are firm.

12.2 Prices shall be quoted in South African currency.

12.3 The bid prices shall be given in the units shown.

12.4 Prices must be inclusive of delivery cost and all applicable taxes.

13. SUBMISSION OF BIDS

13.1 Each bid should be submitted in a separate sealed envelope or suitable cover on which the name and address, the bid number and the closing date must be clearly endorsed

14. LATE PRICE QOUTATION

14.1 Bids received after the closing date and time, at the address indicated in the bid documents, will not be accepted for consideration and where possible, be returned unopened to the bidder.

15. COMMUNICATION

15.1 No communication with any Procurement Official will be allowed during the running period of the bid.

15.2 Communication after the closing date of the bid must be in writing and addressed to the **AREA COMMISSIONER: NCOME P/BAG X9420 VRYIED 3100; ATTENTION: MANAGER SCM**

15.3 The Department may request clarification regarding information provided by bidders. Bidders are to supply the required information within the specified period. Failing to do so will invalidate your bid.

16. COUNTER CONDITIONS

16.1 Bidder's attention is drawn to the fact that amendments to any of the Bid Conditions or setting of counter conditions by bidders will result in the invalidations of such bids.

17. VENDOR ASSESSMENT (CAPABILITY AND FINANCIAL ABILITY)

17.1 The Department will have the right to confirm the ability of bidders to execute this contract successfully. This includes an investigation by the Department or its appointee of the following:

a) The bidder's financial position to execute the contracts,

b) Previous contracts executed and current contracts (SBD 4 and must completed),

c) Delivery **periods, quality and quantity of products.**

17.2 The premises/factory of the bidder or contractor should be open at all reasonable hours for inspection by a representative of the Department and/or its approved institution.

18. NEGOTIATIONS

18.1 The Department reserves the right to negotiate with bidders prior to the award of the bid.

19. ORDERS/DELIVERIES/DELIVERY BASIS

19.1 Before delivery of any product on this contract is conducted, the contractor must be in possession of an official order issued by an authorized official of the Department.

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

19.3 Products must be delivered and offloaded by the contractor in the transit area of the delivery point.

19.4 Delivery will be accepted on weekdays between 8:00 and 14:00.

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

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

19.7 The Department of Correctional Services may postpone or delay deliveries if it finds itself in any such position, as a result of circumstances beyond its control, which will make it impossible to comply with the specified delivery dates.

20. PACKAGING

20.1 If applicable, your attention is drawn to the packaging requirements stipulated in the specification.

20.2 There should be a labeling/description of the delivered items on the outside of the packaging that will correspond with the invoice.

21. CONTRACT MANAGEMENT

21.1 The contractor shall not abandon, transfer, assign or sublet a contract or part thereof without the prior written approval from the Department.

21.2 Contractor must inform the relevant Institution immediately when unforeseeable circumstances will adversely affect the execution of the contract. Full particulars of such circumstances as well as the period of delay must be furnished.

22. PENALTIES

22.1 The Department will impose a penalty as a result of unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.)

22.2 The following formula will be utilized for this purpose :

$$Penalty = \left(Vx \frac{10}{100} \right) x\, N$$

V = Value of delayed goods or services
N = Number of days of delay

A penalty will be limited to 30% of the value of delayed goods or services.

22.3 In addition to a penalty being imposed, the Department reserves the right to act in accordance with paragraph 21.6 of the General Conditions of Contract (GCC), which reads "Upon delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier."

22.4 The Department may terminate the contract at its sole discretion due to unsatisfactory performance (e.g. poor quality, late delivery, non-delivery, etc.) during the window period of two months, following the occurrence of the unsatisfactory performance.

23. PAYMENTS

23.1 Payments will only be effected by the Department in the following cases:

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

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

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

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

24. SETTLEMENT OF DISPUTES

24.1 Should any dispute arise from the contract paragraph 27 of the General Conditions of Contract shall apply.

BD 26.3

CHECKLIST : COMPILATION OF BID DOCUMENTS FOR THE SUPPLY OF NON-PERISHABLE ITEMS			
		Yes	No
1.	Did you sign the SBD 1 form?		
2.	Does your Tax Status comply on CSD? Attached your summary copy of CSD not older than one (01) month.		
3.	Have you attached your Certified copies of your CIPLA and Certified ID Document? Valid and original/ Certified copy of BBBEE Certificate; or Sworn Affidavit for B-BBEE Qualifying Small Exempted Micro Enterprise/ B-BBEE Qualifying Small Enterprise **(Certified Stamp date not older than SIX (06) months of closing date of Quotation)**		
4.	Did you take note that no imported products will be accepted?		
5.	If you are not the actual manufacturer and source the products from another company, did you obtain and attach a supplier's letter (see SBD 27 and Par. 7.2.3.1 of Special Condition of Contract)?		
6.	Did you take note of the consequences should you omit to attach a supplier's letter (see paragraph 7.2.3.3 of special conditions of contract)?		
7.	Is the SBD 4 (Declaration of interest) completed and signed as required?		
8.	**Is the SBD 6.1 form completed and signed and has documentary proof of points claimed been provided? Please take not on Par 7.3.4 of Special Condition of contract to attached applicable document to claim points.-**		
9	Take note that no late bids will be considered!		
10	Did you take note of the documents that need to be in original format(See Par. 6.3 of the Special Condition of Contract)		
11	Did you take note of the Content of BD 3.1 (Firm Prices)		
12	**Did you attached all applicable documents as accordance National Treasury Circular 01 of 2022/23 – See page 02**		