SADPMR
SOUTH AFRICAN DIAMOND & PRECIOUS METALS REGULATOR

Corner Bonaero Drive and Cote D' Azur Avenue • Jewellery Manufacturing Precinct-Building 4 • OR Tambo • SEZ Ortia SEZ Precinct 1 • Bonaero Park
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REQUEST FOR BID

RFB NO: 04-2026
DESCRIPTION: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF STATIONERY TO THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) FOR A PERIOD OF 36 MONTHS

The Bid must be submitted on the letterhead of your business and submitted not later than:
Date: **13 November 2026**
Time :11hH00 AM
Venue: Corner Bonaero Drive and Cote D Azur Avenue
Kempton Park 1622, South Africa Diamond, and Precious Metal Regulator

The following conditions will apply:

- **Only bidders registered on the central supplier database (CSD) and with a CSD number will be considered for this tender, as this is a requirement from the National Treasury.**
- **Mandatory requirements must be attached.**
- **Late responses will not be considered.**

ISSUED BY:	**CONTACT PERSON (SPECIFICATION)**	**CONTACT PERSON (ADMINISTRATION)**
THE CHIEF EXECUTIVE OFFICER **SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR** **P.O. BOX 16001** **DOORFONTEIN** **2028** **Tel: (011) 223 7000**	**Ms. Cynthia Khadiamovha** **E-mail:** **cynthiak@sadpmr.co.za**	**Mr. Njabulo Mavuma** **E-mail:** **njabulom@sadpmr.co.za**

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PART A

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR			
BID NUMBER:	RFB 04-2026	CLOSING DATE &TIME:	**13 November 2026** @11:00AM
DESCRIPTION	**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF STATIONERY TO THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) FOR A PERIOD OF 36 MONTHS**		
BID RESPONSE DOCUMENTS *MUST BE SUBMITTED TO THE BELOW DETAILS.*			
The Bid must be submitted on the letterhead of your business and submitted not later than: **Date: 13 November 2026** **Time :11hH00 AM** **Venue: Corner Bonaero Drive and Cote D Azur Avenue** **Kempton Park 1622, South Africa Diamond, and Precious Metal Regulator**			
BIDDING PROCEDURE ENQUIRIES MAY BEDIRECTED TO		**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**	
CONTACT PERSON	**C Khadiamovha**	CONTACT PEOPLE	**N Mavuma**
TELEPHONE NUMBER	**(011 223 7000**	TELEPHONE NUMBER	**(011) 223 7000**
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	**cynthiak@sadpmr.co.za**	E-MAIL ADDRESS	**njabulom@sadpmr.co.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
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] Yes☐ No☐		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] Yes☐ No☐	
[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☐ N o☐ [IF YES ENCLOSE PROOF]		ARE YOU AFOREIGN BASEDSUPPLIER FOR **THE GOODS /SERVICES /WORKS OFFERED?**	Yes☐ No☐ [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
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 REVENUESERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.**					

PART B

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, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONSOF 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 MAYRENDER THE BID INVALID.

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution) DATE:

.....

SBD 4

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. Inline with the principles of transparency, accountability, impartiality, and ethics as enshrined inthe 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 RestrictedSuppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest1 in the enterprise,

employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partnersor any person having a controlling interest in the enterprise, in table below.

Full Name	**Identity Number**	**Name of State institution**

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……

……

3 DECLARATION

I, the undersigned, (name)…..in submitting the accompanying bid, do hereby make the following statements that I certify tobe true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangementswith any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

submit or not to submit the bid, bidding with the intention not to win the bid and conditions ordelivery 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 orof 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 processprior 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 reportedto 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 reportedto the National Prosecuting Authority (NPA) for criminal investigation and or may be restrictedfrom 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 ABOVEIS 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

TERMS OF REFERENCE FOR APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF STATIONERY TO THE SOUTH AFRICAN DIAMOND AND PRECIOUS METALS REGULATOR (SADPMR) FOR A PERIOD OF 36 MONTHS

1. PURPOSE

1.1. The purpose of the bid is to appoint a panel of service providers for supply and delivery of stationery to SADPMR for a period of 36 months.

2. BACKGROUND

2.1. The South African Diamond and Precious Metals Regulator (SADPMR) is a Schedule 3A PFMA entity established in terms of section 3 of the Diamonds Act, No.56 of 1986, as amended. The SADPMR derives its mandate from the Diamonds Act 1986 (as amended) and the Precious Metals Act, 2005 (Act No. 37 of 2005).

2.2. It is against this background that a request for the appointment of service providers to supply and deliver stationery to the SADPMR for a period of 36 months has been approved.

3. SCOPE OF WORK

The successful bidder will be required to:

3.1 Supply and deliver stationery to SADPMR offices as and when required.

3.2 The list of items is not exhaustive or limited to the items listed below:

	Item Description
1	HP CF210A BLACK
2	HP CE320A BLACK
3	HP CE321A CYAN
4	HP CE322A YELLOW
5	HP CF400A BLACK
6	HP CF401A CYAN
7	HP CF402A YELLOW
8	HP CF403A MAGENTA
9	CF540A BLACK

10 203A CF 541A CYAN
11 203A CF542A YELLOW
12 203A CF543A MAGENTA
13 HP Cartridge CF 280A Black
14 STAMP PAD INK BLACK
15 STAMP PAD INK RED
16 STICK NOTES
17 PAPER CUBE REFILL
18 POST IT FLAGS WITH SIGN HERE
19 CALCULATORS
20 EXTRA HEAVY DUTY STAPLER
21 STAPLER
22 SELLOTAPE
23 PUNCHER
24 STAPLE REMOVER
25 STAPLES 66/14
26 STAPLES NO 26/6
27 RUBBER BANDS
28 SCISSORS
29 FILE FASTENERS
30 FINGERETTES
31 250ML WHITE BOARD CLEANER
32 FOLD BACK CLIPS 51MM EACH
33 STANDARD STEEL OFFICE MESHWASTE BINS
34 STEEL PAPER CUBES HOLDER
35 FOLDERS ASSORTED COLOURS
36 PRINTING PAPER A4 BLUE 500 SHEETS
37 PRINTING PAPER A3 REAMS
38 PRINTING PAPER A4 BOX
39 PLASTIC ERASER/ PENCIL ERASER
40 PENCIL SHARPENER
41 A4 STANDARD LEVER ARCH FILES
42 BLACK PENS

43 BALL POINT PEN RED
44 RULERS
45 PERMANENT MARKER BLACK
46 PERMANENT MARKER RED
47 WHITE BOARD MARKER (ASSORTED)
48 FLIP CHART MARKER
49 ENVELOPE C4 WHITE (250)
50 ENVELOPE C3 WHITE
51 ENVELOPE DLB 12 - 500
52 ENVELOPE DLB 10 -WHITE (500)
53 PUNCHED FILLING SLEEVES
54 TAPE DISPENSER
55 FROSTED SHEET CLEAR
56 A4 TAB INDEX / FILE DIVIDER
57 A4 PLASTIC BINDING 28MM
58 File Display Book Flip File
59 Suspension File Soft Tabs
60 Suspension File White Inserts
61 FLAPLESS EXTRA HEAVY WEIGHT FILE WITH CLIP
62 SUSPENSION A4 FOOLSCAP FILES
63 FOLDBACK CLIPS 41MM
64 CLIPBOARDS
65 BIG SEALING BAGS
66 BIDDING BAGS
67 Kimberley Process Certificate Books
68 Diamond Sorting Pads (5 in a Box)
69 KPC BAGS
70 Form D - Diamond Brokers Book
71 J(i) Register
72 J(ii) Register
73 J(iii) Register
74 J(iv) Register
75 J(v) Register

4. EVALUATION CRITERIA

The bid will be evaluated on the following two (2) Phases:

4.1 Phase 1: Pre-Qualification Criteria

Administrative Compliance

The Administrative Compliance Evaluation will include the following:

Evaluation Criteria	Supporting Document
1. In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)	JV Agreement
2. Returnable documents (standard bidding documents) and/or schedules were completed, duly signed by the authorized person: - SBD 1 - SBD 6.1	Standard Bidding Document (SBD 1, SBD 6.1) Forms
3. BBBEE Certificate or Sworn Affidavit	BBBEE Sworn Affidavit
4. Latest downloaded CSD full registration report with a tax compliant status.	CSD Registration Report
5. CIPC Registration Documents.	Company Registration Document
6. Company Directors identification documents.	ID Copies

Mandatory Compliance

All bid respondents must submit mandatory documents that comply with all mandatory requirements. Bids that do not fully comply with the mandatory requirements will be disqualified and will not be considered for further evaluation.

Evaluation Criteria	Supporting Document
1. The bidder must submit a fully completed and signed bidders' disclosure form.	SBD 4.

4.2 PHASE 2: FUNCTIONALITY EVALUATION

The functionality will be scored against the following criteria. Please note that where a "Minimum Rating to Qualify" for a criterion has been indicated, a bidder will be disqualified if not achieved.

FUNCTIONALITY		
Criteria	**Sub - criteria**	**Points**
Bidder's relevant experience.	Bidder's experience (Minimum 2 years' experience in supply and delivery of stationery). Bidders must submit 3 (three) contactable relevant reference letters. References letters must include description of the work done, duration, must be within the past five years. **Scoring criteria:** 1. 0-1 years of experience = 0 points. 2. 2-4 years of experience = 30 points. 3. 5 years and above = 50 points. **NB:**	**50**

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FUNCTIONALITY		
Criteria	**Sub - criteria**	**Points**
	• Reference letter(s) may not be replaced by letters of agreement, contracts or purchase orders.	
Proof of business address	Bidders must submit proof of business address (Municipal bill i.e within 3months before closing date of the bid or valid lease agreement signed by all the parties) **Scoring criteria:** 1. Non-submission = 0 points. 2. Business address outside of Gauteng = 5 points 3. Business address within Gauteng = 30 points.	**30**
Bidder's Financial capabilities	Bidders must provide proof of financial capacity; Bank statement stating a positive balance available in the bank account (electronically stamped or bank stamped) as at the time of bid closure and/or a signed letter of commitment from a registered financial service provider indicating a commitment to fund the bidder should they be successful. **Scoring criteria:** 1. No proof submitted = 0 points. 2. Proof submitted = 20 points	**20**
Total Points	**100 Points**	

NB: BIDDERS OBTAINING 80 POINTS OR MORE SHALL FORM PART OF PANEL TO SUPPLY AND DELIVER STATIONERY FOR THE PERIOD OF 36 MONTHS.