

REF NO: 032/2023/EWSS/STATIONERY/RFB

17 January 2024

CLARIFICATION NO.: 01

Herewith please find CLARIFICATION NO.: 01 which forms an integral part of the above-mentioned RFB.

PLEASE ACKNOWLEDGE RECEIPT OF THIS CLARIFICATION AS FOLLOWS:

1. Complete the section below and **without delay** email a copy of this page to TCTA email address: tenders07@tcta.co.za for the attention of the receiving officer to confirm that you have received this clarification.

Regards

AZWI NELWAMONDO
SENIOR MANAGER: PROCUREMENT

I/WE HEREWITH ACKNOWLEDGE RECEIPT OF CLARIFICATION NO.01 FOR RFB NO:
032/2023/EWSS/STATIONERY/RFB

Signature: Date:

On behalf of:

CLARIFICATION NO.: 01

1. SCOPE OF WORK

a) A total of R75 000.00 was allocated for toner cartridges, how would this justify the costing when no information on toners and quantities are given?

- As stipulated on the pricing schedule, "*only the cells highlighted in yellow must be completed*". The sizes and quantities of the toner will be given to the successful bidder as and when required, hence there is a provisional sum provided included in the pricing schedule. Do not change the value of the provisional sum value as provided on the RFB.

b) Please do advise if you can send us a sample of the business card and advise on the paper needed and the gsm thereof?

- The samples will be made available to the successful bidder. Refer to the attached sample of the colours.

c) Please advise if the envelopes are as appendix 2 (color), with no window or window, branding: logo and an address or please send us a sample?

- The envelopes are TCTA branded and there is no window on the envelope. Refer to the attached sample of the A4 envelope.

d) Do you need the prices fixed for 12 months and/or for the duration of the 36 months?

- Prices will be reviewed on a six-monthly basis after the first-year anniversary on the contract award date, in line with CPI until the end of the contract.

e) Please confirm if the below quantity(packs) is correct?

| | | | | | |
|-----|---------------------------------|------|------|-----------------|----------------------|
| 145 | Aluminium bar codes 39mm x 13mm | 3500 | pack | Per pack of 500 | Cost per pack of 500 |
|-----|---------------------------------|------|------|-----------------|----------------------|

- Yes, it is correct. The contracted quantity is 3500 for the duration of the contract. When TCTA orders bar codes, 500 bar codes will be ordered at a time as per the requirements of the RFB scope of work.

f) For high quality printing and binding of documents 350pages. What sort of printing? is it just normal Black and white or colour?

- This is high quality printing (paper quality high gloss 80gsm) for black and white copies. 50% black and white and 50% colour.

g) With regards to Order Book (appendix 5) and Pool Vehicle Book (appendix 6) - please advise size A4 or A5 and number of pages in a booklet?

- The book sizes are A4. And each book must contain 100 pages.

h) With regards to Items 100 to 106, do you mean that one pack must have 10 packs?

- In each pack there must be 10 units. This is as per the scope of work in the RFB.

i) Electronic Dictaphones - Do you prefer any specific brand or any brand will do - How many how many GB / which memory size do you need?

- The item is not necessary brand specific and the bidder must propose a brand. As the size (GB) has not been specified an entry level unit with approximately a minimum of 5GB should be proposed.

j) TCTA Business cards (50 per pack) - Will you supply print ready file, or should we make a provision for designing time/changes?

- The print ready file is attached. Refer to the attached sample.

k) Aluminium Bar codes 39mmx13mm. Is this serial number or just plain?

- The description says it all. It is bar code with the number.

l) With regards to photocopy paper, do you need Typek or Rotatrim?

- The bidder can propose any brand as long as it meets the specified required.

m) We need more information pertaining Electronic Dictaphone, what will this be used for and the number of users?

- This device is a digital recording device and it records meetings / conversations, etc. Each unit will be allocated to a specific user within TCTA's secretariat function.

n) I would like a sample or picture of the item no: 107 – commissioner of oaths stamp?

- Refer to the attached sample.

- o) For Items 109 - 117 (e.g Tape black on white 9mm TZ221), is this not the same product/s as items 118 - 126 (e.g Brother label tape black on white 9mm TZ221). Kindly confirm. (PRICING SCHEDULE)?**
- From 109 to 117 the bidder is going to propose a type of laminating machine for TCTA. A brand was therefore not selected by TCTA so the bidder will have to propose a brand. Items 118 – 126 is for an existing brother labelling machine.

2. FUNCTIONALITY

- a) Will it be acceptable if we submit the stamped letter from the bank together with the banking statement?**
- As stipulated on RFB document “*Bidders must submit an official stamped bank letter (not older than 1 month) confirming the bidder’s financial capacity for a minimum of R20 000.00 (Twenty Thousand Rands)*”. Bank statements are not required.
- b) I would like to know if we have to submit the quotation on the company letterhead?**
- Please only use the pricing schedule as provided on ANNEXURE B.