

**SUPPLY CHAIN MANAGEMENT**  
**ADDENDUM NO.1**

**SUBJECT:** BID ERW2303/16: THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR ERWAT AS AND WHEN REQUIRED FOR A FIXED TERM PERIOD

**DATE:** Monday, 13 May 2024

**SUBMISSION DEADLINE:** With tender submission

**TIME:** 12H00

Bidders' attention is drawn to the amendments made in the document. Please complete and acknowledge receipt of addendum and send to [Brenda.matlala@erwat.co.za](mailto:Brenda.matlala@erwat.co.za) / [Phumzile.mdlalose@erwat.co.za](mailto:Phumzile.mdlalose@erwat.co.za) / [inkosinathi.nhlapo@erwat.co.za](mailto:inkosinathi.nhlapo@erwat.co.za)

Bidders are further required to attach the addendum with the tender submission on the tender closing date and time as part of the Record of Addenda.

**NOTE TO BIDDERS:**

1. Due to the number of questions received from prospective bidders by ERWAT, highlighting the difficulty in providing the accurate quotation for the line items on the pricing schedule. ERWAT has attached a revised pricing schedule **ANNEXURE 1**
2. Bidders are advised to replace the entire pricing schedule provided in the tender document with the attached annexure 1, to avoid confusion.
3. Due to the changes highlighted in 1 and 2 above, the tender closing date is extended to **Wednesday, 29 May 2024**, to afford bidder time to furnish the document.

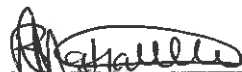
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Yours sincerely,



Mr INKOSINATHI NHLAPO  
PROJECT MANAGER: SCM



MS. BRENDA MATLALA  
SCM SPECIALIST: TENDERS



MR VICTOR CHUENE  
Interim District Manager: DD4



MR CLIFFORD PATEL  
CHAIPERSON: BSC



MS GRATITUDE RAMPHAKA  
CHIEF FINANCIAL OFFICER



MR. KENNEDY CHIHOTA  
MANAGING DIRECTOR

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### ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

Details of bidding entity

**Bidding entity:**

.....  
.....

**Representative's name and surname:**

.....

**Authorised signatory designation:**

.....

**Signature:**

.....

**Date:**

.....

Should you have any enquiries with this regards, please contact Ms Phumzile Mdlalose on [Brenda.matlala@erwat.co.za](mailto:Brenda.matlala@erwat.co.za) / [Phumzile.mdlalose@erwat.co.za](mailto:Phumzile.mdlalose@erwat.co.za) (Supply Chain Management)

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BID ERW2303/16: THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR ERWAT AS AND WHEN REQUIRED FOR A FIXED TERM PERIOD

**ANNEXURE A**

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BID ERW2303/16: THE APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR ERWAT AS AND WHEN REQUIRED FOR A FIXED TERM PERIOD

ITEM LIST	ITEM DESCRIPTION	UOM	UNIT PRICE Incl VAT
A.	INDEX SHEETS/DIVIDERS		
1	ALPHABETICAL INDEX, PLASTIC PVC - A4 pack of A-Z various colours	PACK	
B.	GLUE		
2	GLUE STICK 43 G	EACH	
C.	RUBBER BAND		
3	BAND, RUBBER SIZE NO. 18	BOX	
4	BAND RUBBER SIZE NO.32	BOX	
5	BAND RUBBER SIZE NO.38	BOX	
D.	CLIP		
6	CLIPS FOLD BACK (BULLDOG) 19MM (light weight steel) (BOX OF 12)	EACH	
E.	CLIPBOARD		
7	CLIPBOARD - A4 HARD BOARD WITH METAL CLIP	EACH	
F.	MEMO/ EXAMINATION PAD		
8	MEMO/EXAMINATION PAD A4 (RULER LINES - 100 PAGES)	EACH	
G.	DISPENSER,STATIONERY		
9	SELLOTAPE (OR EQUIVALENT) DISPENSER INCL TAPE (15MM)	EACH	
H.	ENVELOPE		
10	WINDOW ENVELOPE 110 X 220 (500's) white	BOX	
I.	ERASERS		
11	CLUTCH PENCIL WITH ERASER (Click Eraser)	EACH	
J.	FILE FASTENER		
12	METAL FILE FASTENER (80MM) - 50 SETS	BOX	
K.	FILE		
13	FILE, LEVER ARCH A4 2-HOLE (PVC) (BANTEX OR EQUIVALENT)	EACH	
L.	FILE COVER		
14	BINDING FILE COVER A4 ACETATE COVERS	EACH	
M.	FINGER PAD		
15	FINGERETTE NO.0 (BOX OF 12)	EACH	
N.	FLIP CHART		
16	FLIP CHART PAPER (A1)	EACH	
O.	PLASTIC FOLDERS		

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17	POCKET FLIP FILE PKT OF 100	EACH	
P.	PAPER GUILLOTINE		
18	GUILLOTINE, PAPER CUTTER A3 (12 SHEETS)	EACH	
Q.	INDEX TAB		
19	INDEX TAB SELF ADHESIVE STRIPS	EACH	
R.	INK PAD		
20	INK PAD STAMP BLACK	EACH	
S.	LABELS		
21	LABEL FLAT PACK 32MM x 50MM	EACH	
T.	LAMINATOR		
22	LAMINATOR (MACHINE) A4/A3 DUAL	EACH	
U.	LEAD PENCIL REFILLS		
23	LEAD PENCIL REFILL HB 0.5MM PENTEL OR EQUIVALENT	EACH	
V.	LETTER OPENER		
24	LETTER OPENER STANDARD - METAL	EACH	
W.	MARKER PEN		
25	MARKER, PERMANENT RAINBOW (4 IN A PACK DIFERENT COLOURS (BLACK, BLUE, GREEN, RED))	EACH	
26	HIGHLIGHTER WALLET OF 6 (STABILO BOSS OR EQUIVALENT)	EACH	
X.	MESSAGE PAD		
27	POST IT (OR EQUIVALENT) STICKY NOTE NEON CUBE 75mmX75mm (400sheets)	EACH	
Y.	COMPLIMENTARY NOTES		
28	NOTE CUBE ADHESIVE STRIP TYPE AQUA POST IT	EACH	
Z.	DESK ORGANISER		
29	DEST ORGANIZER: 6 DRAW A4 (BUDDI OR EQUIVALENT)	EACH	
AA.	WRITING PADS		
30	PAD EXAMINATION A4 80pg PUNCHED	EACH	
BB.	PAPER CLIPS		
31	PAPER CLIPS - 30mm (100's) Steel with pvc coating (rainbow)	BOX	
32	PAPER CLIPS - 50 mm (100's) Steel with pvc coating (rainbow)	BOX	
33	FOLDBACK CLIPS 25MM (12's)	BOX	
34	FOLDBACK CLIPS 45MM (12's)		
CC.	PAPER, CARBON		
35	CARBON PAPER - BLUE/BLACK A4 (10 SHEETS)	PACK	

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DD.	COMPUTER PAPER		
36	PHOTO PAPER PREMIUM A4 GLOSS (PRINTRITE OR EQUIVALENT) (180GSM)	EACH	
EE.	COPYING PAPER		
37	PAPER COPIER 80GSM A4 (5 REAMS) (WHITE)	BOX	
38	PAPER COPY 80gsm A0 (5 REAMS) (WHITE)	BOX	
39	PAPER COPY 80gsm A1 (5 REAMS) (WHITE)	BOX	
40	PAPER COPY 80gsm A2 (5 REAMS) (WHITE)	BOX	
41	PAPER COPY 80gsm A3 (5 REAMS) (WHITE)	BOX	
FF.	PEN (S)		
42	PEN LIQUID GEL INK METAL TIP 12's ASSORTED (PENTEL OR EQUIVALENT)	BOX	
43	PEN BALL POINT ASSORTED 50's (BIC CLIC OR EQUIVALENT)	BOX	
GG.	REFILLS		
44	REFILL CUBE COLOUR 10MM x 10MM	EACH	
HH.	PENCIL		
45	PENCIL CLUTCH LEAD 0.5mm - 12's ASSORTED	BOX	
II.	PAPER PINS FOR NOTICE BOARDS		
46	PAPER PINS FOR NOTICE BOARDS – RAINBOW (100) ASSORTED	BOX	
JJ.	PUNCH, PAPER		
47	PAPER PUNCH TWO HOLE WITH PAPER GUIDE (30 SHEETS)	EACH	
LL.	RULER		
48	RULER 30cm PLASTIC	EACH	
49	RULER 30cm STEEL	EACH	
MM.	SCISSORS		
50	PAPER SCISSORS minimum 21cm	EACH	
NN	STAPLER		
51	STAPLER (REXEL OR EQUIVALENT) (26/6)	EACH	
52	STAPLER HEAVY DUTY (REXEL ODYSSEY OR EQUIVALENT)	EACH	
OO	STAPLES		
53	STAPLES 25/10 (10-60) (Qty 3000)	BOX	
54	STAPLES 23/24 WHASHIN (Qty 1000)	BOX	
55	STAPLES 26/6 (Qty 5000)	BOX	
56	STAPLES NO.66 14MM (Qty 5000)	BOX	
57	STAPLES NO.66 11MM (Qty 5000)	BOX	



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PP	THUMB TACKS		
58	THUMB TACKS (Qty 50)	BOX	
QQ	ADHESIVE		
59	100 GRAM PRESTIK (BOSTICK/EQUIVALENT) (Qty 24)	BOX	
60	PAPER GLUE STICK 22 GRAM (PRITT OR EQUIVALENT) (Qty 24)	BOX	
61	PAPER GLUE STICK 40 GRAM (PRITT OR EQUIVALENT) (Qty 24)	BOX	
RR	BINDERS		
62	BINDER 2 RING PVC A4 BLUE	EACH	
SS	BOARD		
63	BOARD WHITE 900mm x 600 mm PARROT OR EQUIVALENT	EACH	
TT	BOOKS		
64	COUNTER BOOK HARD COVER A4 2QR	EACH	
65	COUNTER BOOK HARD COVER A5 2QR	EACH	
UU.	FILING LACE		
66	FILING LACE 76MM x 76MM	EACH	
67	PROVISIONAL SUM	SUM	R650 000.00