



the gpaa

Department:  
Government Pensions Administration Agency  
REPUBLIC OF SOUTH AFRICA

## Questions and Answers

### **BID GPAA 01/2025: REQUEST FOR PROPOSALS (RFP) FOR THE APPOINTMENT OF PANEL OF SUPPLIERS FOR SUPPLY AND DELIVERY OF STATIONERY TO THE GPAA FOR A PERIOD OF THREE YEARS.**

1. I wanted to ask if we can bid for more than one area. And would it need to be two separate bids, or could we just tick two boxes?

**Response:** Yes, a bidder may bid for more than one area by ticking the area of interest. There is no need to submit separate bids for each area selected.

2. Please advise on 6.3 Functionality, we don't have a software but everything we've got. Please indicate if software is compulsory or not for Order Placement.

**Response:** Bidder must demonstrate order placement methodology as and how they will be placing and handling orders.

3. May you kindly advise on capacity and capability, may I submit two or more purchase orders that can amount to more than R 500 000 so that I can score 45 points?

**Response:** Points will be allocated per highest contract/ per purchase order.

4. Under 6.2 "Bidder must choose the office they are bidding for, by ticking on the table below" – How many offices are we allowed to select?

**Response:** There is no limit for the number of office selection (a bidder may bid for more than one area by ticking the area of interest).

5. Can you please assist with the following queries we have.

- 5.1 We firstly would like to know if we are allowed to quote on alternative equivalent brands even on items were you haven't stipulated or EQUIVALENT?

**Response:** Yes, you may quote on the on the equivalent brands, please note the second bullet at the bottom of page 6

5.2 Item numbers 65, 68, 69, 70, 71, these all have the 3M post it flag codes, do we stick to 3M, or can we quote on alternative equivalent brands?

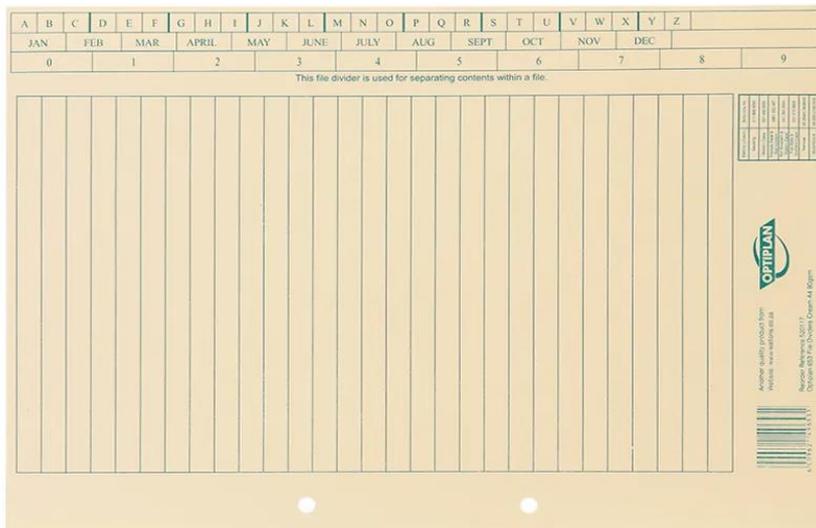
**Response:** Equivalent brands will be accepted, please note the second bullet at the bottom of page 6

6. Item number 86 and 87 - A4 DIVIDERS CARDS / A4 FILE DIVIDERS - Please confirm exactly what this is? Can you perhaps send an image of the item.

**Response:** A4 DIVIDER CARDS (50 PER PACK)

Brand: Optiplan

Product code: 520116



**A4 FILE DIVIDERS (50 PER PACK)**

Brand: Optiplan

Product code: 520117



9.2 I understand that part,

I was inquiring whether we qualify to bid if we do not have the required software mentioned in the tender document. Please advise.

(NB: This is a follow up question to the response provided on question: ***Bidder must demonstrate order placement methodology as and how they will be placing and handling orders.***)

**Response:** Software is not a disqualifying criterion but a functionality aspect which is evaluated based on point system. Bidders who do not have software will not be disqualified from the evaluation process but will forfeit points associated with having a software.

10. Please could you confirm the code of your Lightweight / medium weight and heavy weight files. There should be a reorder code at the back bottom of the files.

**Response:** Light weight: SFS3007  
Medium weight: SFS3003C  
Heavy weight: SFS3006C

If you could also confirm the brand Optiplan/Tidyfiles or SFS files.

**Response:** Optiplan is a brand itself, where the item cannot be found in the market, service provider is to provide an equivalent substitute (**please see the responses in number 6 above for more clarity, pictures are provided for reference**)

11. I need to know where and how to submit the request. I do not see the tap to send nor email, I only see this one for enquiries.

**Response:** Kindly refer to page seven (7) of the Tender document, under clause four (4), Submission Instructions:

**4.1.5** ***Bids must be hand delivered into the tender box stipulated on the tender cover page.***

The above should be read in conjunction with page one (1) of the tender document, wherein the Tender submission address is stipulated.

12. Do we have to do quotation on company letter head or will fill in on the excel page u sent?

**Response:** Kindly refer to page seven (7) of the Tender document, under clause five (5), Pricing:

**5.1. Bidders are expected to populate the attached Excel pricing schedule digitally, print the populated document, sign and submit it in a separate envelop. No other form of pricing template will be accepted.**

Additional to the above please take note of clause 6.2, **Mandatory requirements:**

- **Submit the pricing schedule fully completed (w.r.t. all items being priced)**

13. Please clarify for me on page 7 on (5.2) what do you mean if you say bidders may be requested to submit the pricing schedule in soft copy?

**Response:**

**5.1. Bidders are expected to populate the attached Excel pricing schedule digitally, print the populated document, sign and submit it in a separate envelop. No other form of pricing template will be accepted.**

The Excel pricing schedule that is referred to in clause 5.1 should be submitted as part of the bid document, this pricing schedule then may be requested by GPAA at a later stage to be submitted electronically.

14. second question on page 9 on evaluation criteria number 4 we are supposed to draft methodology of how we are going to deliver and process of receiving quotes and making sure that we deliver on time?

**Response:** Yes, Bidders must demonstrate order placement methodology as and how they will be placing and handling orders.

<b>General Enquiries</b>	<b>Email contact</b> tenderenquiries@gpaa.gov.za
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