



ITEM TITLE	RFP FOR THE SUPPLY AND DELIVERY OF STATIONERY FOR A THREE (3) YEAR PERIOD
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1. INTRODUCTION

As a vibrant, multicultural and dynamic institution, the University of Johannesburg (UJ) shares the pace and energy of cosmopolitan Johannesburg, the city whose name it carries. Proudly South African, the university is alive down to its African roots, and well-prepared for its role in actualising the potential that higher education holds for the continent's development. UJ has transformed into a diverse, inclusive, transformational, and collegial institution, with a student population of over 50 000, of which more than 3 000 are international students from 80 countries. This makes UJ one of the largest contact universities in South Africa.

UJ offers world-class, internationally recognised academic programmes based on curricula informed by cutting-edge developments in both undergraduate and postgraduate education and are designed to prepare students for the world of work and for global citizenship. Our curriculum is increasingly reflective of previously marginalised scholarship that talks to a transformation and decolonisation agenda, with Africa as its core.

The University has 4 campuses and houses 7 faculties and a college namely, Education, Law, Humanities, Art, Design and Architecture, Health Sciences, Science, Engineering and the Built Environment as well as the College of Business and Economics, and the newly established Johannesburg Business School. The staff compliment is approximately 8 650.

Being an institution that prides itself in its accessible excellence, UJ has established itself as an institution of global excellence and world-class stature.

In the next ten years, UJ has set six strategic goals, namely:

- i. Excellence in Research and Innovation.
- ii. Excellence in Teaching and Learning.
- iii. An International Profile for Global Excellence and Stature.
- iv. Enriching Student-Friendly Learning and Living Experience.
- v. Active National and Global Reputation Management; and
- vi. Fitness for Global Excellence and Stature.

The University is committed to:

- Complying with the Higher Education Act, 1997 (Act No.101 of 1997, as amended) which includes the reporting requirements stipulated by the Department of Higher Education and Training.

- Complying with the International Standards for the Professional Practice of Internal Auditing (Standards) and Code of Ethics and the requirements of the Public Audit Act where applicable.
- Complying with the King Report on Corporate Governance (King IV) where applicable.
- Effective management and leadership, transparency, accountability, responsibility, accuracy and mitigating exposure to losses by responsible risk taking and well-defined risk strategies; and
- Adhering to ethical values and standards in all aspects of business.

2. PURPOSE OF THE RFP

The University of Johannesburg seeks to appoint a suitable service provider/s for the Supply and Delivery of Stationery for a three (3) year period in an open and competitive tender process so that the university can realise the benefits of the strategic sourcing which includes, amongst others:

- Cost Savings and Minimised Administration Efforts
- Minimised Price Inconsistencies and Supply
- Improved Consistency and Quality Control
- Improved Supplier Relations and Lead-Times

The Warehousing and Distribution Unit at the University of Johannesburg oversees the replenishment and distribution of Office Supplies such as Stationery to all the university's facilities. To avoid out of stock challenges and enhance overall operational efficiency, the Unit must have adequate quantities of stationery available in the storage units as and when required. Stock availability of stationery items in the university's stores will ensure that employees have easy access to the stationery materials they need to perform their day-to-day tasks which will benefit UJ by reducing downtime while enhances overall operational efficiency.

The purpose of this RFP is to invite proposals for the appointment of the Supply and Delivery of Stationery materials as and when required at University of Johannesburg over a period of three (3) years. The successful service provider/s shall provide the necessary expertise, equipment, resources, and other means necessary for the supply and delivery of stationery in accordance with the best commercial practice.

This RFP is intended to allow the successful service provider/s to specify and present their skills, and cost for the above-mentioned services to University of Johannesburg.

3. OVERVIEW AND SCOPE OF WORKS

The Supply Chain Management Department will liaise with the appointed service provider/s for procurement, distribution and logistics services required for the Supply and Delivery of Stationery in its capacity and as per the following requirements:

Specification

- The awarded service provider/s will sign a service level agreement (SLA) with UJ. As per the format attached to the tender pack.
- The estimated quantities on the RFP are based on previous purchases and cannot be guaranteed. Operational requirements will determine actual quantities.
- Delivery will be Monday through to Friday, 7:30 a.m. to 15:30 p.m., excluding weekends and public holidays.
- No back-order invoices will be accepted (Only delivered items must be invoiced, items that is not delivered or that is on back-order must not be invoiced).
- Invoicing will only be accepted from the successful service provider/s (No collaborative ventures will be permitted).

- Pre-payments will not be made by the University.
- Service provider/s will be paid 30 days from date of statement.
- Service provider/s must complete the Pricing Schedule provided. No other pricing schedule will be accepted.
- The escalation for the additional 2 years (2025 and 2026) to be provided on the pricing schedule provided.

Delivery of Items

The Main University of Johannesburg Warehousing and Distribution Offices are located at Auckland Park and Doornfontein Campus. However, the delivery site/address will not be limited to the warehouses in Auckland Park and Doornfontein Campus. Purchase Order/s will state the delivery or collection information.

Pricing schedule

The service provider/s must complete the attached **Annexure A: Pricing Schedule** provided by the University of Johannesburg.

The following Annexure has been attached to this submission:

Annexure A: Pricing Schedule

The bidder must quote on the specified brands and products for all items as per UJ's requirements.

4. EVALUATION CRITERIA

The following standard evaluation criteria will be utilised in the evaluation process:

- 4.1 Phase 1:** Mandatory Requirements (Evaluation Criteria)
- 4.2 Phase 2:** Functional/Technical (Evaluation Criteria)
- 4.3 Phase 3:** Site visits to warehouses (Evaluation Criteria)
- 4.4 Phase 4:** Price & B-BBEE Points Scoring (Evaluation Criteria)

Only proposals received within the proper time frame and composition from bidders, who, in the University of Johannesburg's sole discretion, are competent and have the necessary facilities, experience, organization, and financial capacity to fulfil the requirements of University of Johannesburg will be considered. Any acceptance of a response to this Request for Proposal will be subject to the negotiation of agreed costs/fees and service levels.

The University of Johannesburg, at its sole discretion, reserves the right to:

- Appoint one or multiple suitable suppliers.
- Request additional information from all or any respondent.
- Reject or accept any RFP without disclosing the reason thereof.

4.1 Phase 1: Mandatory Requirements

All mandatory documents as per the SCM Mandatory requirements in this RFP should be completed in full, signed and submitted with the Bidder's response to this RFP. Failure to comply with this requirement or submission of false, fraudulent, or misleading information or documents will result in the disqualification of the Bidder or termination of the successful bidder's contract.

Mandatory Requirements:

- Signed Tender Document, fully completed and signed
- A copy of the certificate of incorporation or summary of proof of registration with National Treasury's CSD with an active status
- A valid SARS Tax Compliance Status (certificate/pin)
- A valid B-BBEE Contribution Level Certificate/sworn affidavit
- A Participant who is required by the Companies Act to have its financial statement audited, must submit its audited financial statements for the last 3 years
- A Participant who is not required by the Companies Act to have its financial statements audited, shall submit independently reviewed statements, and insofar as permitted by the Companies Act, reviewed statements together with a financial accountability supplement for the last 3 years; and
- any additional information required under Annexure A, including but not limited to copies of a letter of good standing in terms of COIDA,
- Public liability insurance/ certificate

4.2 Phase 2: Functional/Technical (Evaluation Criteria)**Functional/Technical Evaluation Criteria Table:**

NO.	DESCRIPTION	POINTS ALLOCATED
1	Bidder Experience	
	<p>Service provider must submit a company profile showing the number of years of similar experience on the Supply and Delivery of Stationery, with written contactable References (on company letterheads) of companies that they have provided similar services to and the value of such contracts, per annum.</p> <p>Number of references submitted (20)</p> <ul style="list-style-type: none"> • 5 Written references = 20 Points • 3 Written references = 15 Points • 2 Written references = 10 Points • 1 Written reference = 5 Points • No written reference = 0 Points <p>Number of years' experience in providing a similar service (20)</p> <ul style="list-style-type: none"> • 7 years or more = 20 Points • 5-6 years = 15 Points • 3-4 years = 10 Points • less than 2 years = 5 Points <p>Contract values of similar work (VAT) (per annum) (20)</p> <ul style="list-style-type: none"> • R1 500 001 or more = 20 Points • R1 000 001 – R1 400 000 = 18 Points • R 900 001 – R1 000 000 = 16 Points • R 700 001 – R 900 000 = 14 Points • R 500 001 – R 700 000 = 12 Points • R 300 000 – or less = 5 Points 	60

2	Staff Capacity	
	<p>Provide a list of team members that will be assigned to this contract, showing their reporting lines (E.g: Account Manager, Delivery Clerks, Warehousing Clerks & Drivers)</p> <ul style="list-style-type: none"> • Provided = 10 Points • Not Provided = 0 Points 	10
3	Warehouse Size	
	<p>Provide Proof of warehouse size and capability to safely store required capacity of stock.</p> <ul style="list-style-type: none"> • 2 000 m2 or more = 20 Points • 1 500 m2 – 1 900 m2 = 15 Points • 500 m2 – 1 400 m2 = 10 Points • below 499 m2 = 5 Points 	20
4	Warehouse Location	
	<p>Warehouse Facility in Gauteng (submit proof of location, e.g. municipality statement, lease).</p> <ul style="list-style-type: none"> • Based in Gauteng = 10 Points • Not based in Gauteng = 0 Points 	10
	TOTAL	100

Only Bidders who meet the minimum threshold of 70 points/70% on the **4.2 Phase 2: Functional/Technical (Evaluation Criteria)** will be evaluated further in **4.3 Phase 3: Site visits to warehouses (Evaluation Criteria)**.

4.3 Phase 3 Site visits to warehouses (Evaluation Criteria)

Site visits to warehouse Evaluation Criteria Table:

MANDATORY REQUIREMENTS (APPLICABLE TO ONLY SHORTLISTED BIDDERS)

- A mandatory site visit for the Warehouse Facility of the shortlisted service provider/s will be required.
- Shortlisted Service Provider/s will be required to avail their Warehouse Facility to the UJ team when required for evaluation purposes.

No.	Criteria	Points
1	Monitoring systems	20
	The tenderer to present an existing or a proposed service monitoring system (an online monitoring system is preferred) for orders, dispatch and delivery monthly spend and monitoring reports.	20
2	Item handling	20
	Evaluate the layout and shelving system to ensure easy access, proper categorization and efficient storage of items	10
	Quality control measures to check condition of items upon receipt and before distribution	10
3	Standard Project Plan of Initial Delivery and lead times for supply and delivery of the items	20
	Project plan for sending quotes and lead times and invoicing procedure	20
4	Supplier's Stock Capacity of holding sufficient inventory of all items and supplies at their facilities	20
	Proof in a form of municipal rates statement or lease agreement of suppliers existing warehouse capacity, distribution and delivery infrastructure and pictures of the warehouse	5
	Warehouse and Distribution centre within Gauteng	5
	Return and Replacement Procedure	5
	Maximum stock holding capacity and delivery frequency (specify weeekly/Daily) Capability to deliver weekly daily = 10 Capability to deliver Weekly = 5	5
5	Supplier's Ordering & Delivery Procedures that are efficient and user friendly	20
	Electronic based ordering and tracking system	10
	Standard Manual ordering system with or without tracking system	5
	Additional Ordering System in place	5
Total Points		100

Only Bidders who meet the minimum threshold of 70 points/70% on the **4.3 Phase 3: Site visits to warehouses (Evaluation Criteria)** will be evaluated further in **4.4 Phase 4: Price & B-BBEE Points Scoring (Evaluation Criteria)**

4.4 Phase 4: Price & B-BBEE Points Scoring (Evaluation Criteria)

- Price = 80 Points
- BBEE = 20 Points

5. ATTACHMENT / ANNEXURES

The following Annexure has been attached to this submission:

- **Annexure A:** Pricing Schedule