



BID PUBLICATION

RFB0161/2009: THE SUPPLY OF STATIONERY ITEMS AND PHOTOCOPY PAPER (A3 AND A4) TO TELKOM SA LTD.

Closing date & Time:	2009.06.22 @ 11H00
Contact Person:	Lauretta Maselela
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Document Fee:	R50.00

1.0 SCOPE:

Telkom wish to invite potential Bidder/s to bid for the supply of Stationery items and photocopy paper (A3 and A4).

2.0 CRITICAL CRITERIA REQUIREMENTS:

The following Critical Criteria will apply for the evaluations of this bid document. Non-compliance to these criteria shall invalidate your bid response.

2.1 Telkom requires that Bidders must have a minimum of 51% or more Effective Black shareholding/equity ownership and with a minimum of 30% Effective Black Female shareholding.

Set aside is a special condition that gives preference in the procuring of goods and services to Black Suppliers. A Black Supplier shall be a natural person or legal entity that is bona-fide materially owned and controlled by South African Blacks, who are commercially active on an ongoing basis to add commercial value and is certified as such by TELKOM.

The Black Supplier shall be the legal entity that is 51% and above owned and managed by blacks. Black management control shall



mean Black executive directors, managers, members including partners who possess authority to change and influence material decisions in the business. These managers shall be actively involved in the daily operations of the business.

2.2 Twenty four (24) months experience

Bidders responding must have a minimum of twenty four (24) months experience in the provision of either stationery and/or photocopy paper. Bidders must provide either audited Financial Statements or Management Accounts for the period 2007/2008 and 2008/2009 as proof.

Bidders must complete the following table as proof of their experience:

EXPERIENCE OVER THE PAST 24 MONTHS (i.e. 2007/2008 and 2008/2009)					
Name of Company	Contact person/s	Contact no.	Type of product provided i.e. stationery or paper	Value of Contract	Duration of Contract

2.3 Bidders must indicate which region they are bidding for and Bidders must have a presence in the region/s or area/s that they are bidding for. Presence means that the Bidder must have an established office in the region.

BIDDER'S CONFERENCE:

Date: 10 June 2009 (Wednesday)

Venue: Telkom SA Limited
152 Proes Street
Telkom Tower North building
First (1st) Floor, Strelitzia Conference Room
Pretoria

Time: 09:00am till 11:00am



LOCATION:

The services are required on a regional basis, in the following Telkom regions:

- Central Region: **(Free State, Northern Cape and South-Western part of North-West Province)**
- Eastern Region: **(Kwa Zulu Natal)**
- Gauteng Region: **(Old Vaal Triangle, a small section of North-West Province i.e. Magaliesburg / Hekpoort- area and a small section of South-West Mpumalanga directly adjacent to the East Rand).**
- North Eastern Region /Head office: **(Greater Pretoria-area, Limpopo Province, Mpumalanga and the North-Eastern part of North-West Province).**
- Southern Region: **(Eastern Cape and Southern Cape)**
- Western Region: **(Western Cape)**

The tender document can be obtained from Telkom's Tender Office at the following address:

Attention: Marietjie Mattheus
Tel: (012) 311 3009
or
Benji Ramatlakana
(012) 311 3364
179 Proes Street
Pretoria
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