GOVERNMENT OF THE KINGDOM OF ESWATINI

Tender for a Framework Contract (Supplies)

Procuring Entity	Central Government Stores
Subject of Tender:	Supply and Delivery of Office Stationery
Tender Reference No:	CGS 016 of 2025/26
Date of Issue of Document:	13TH June 2025

Important Note for draftees using this Framework Tender document:

Before editing any part of this document, ensure that you do not delete any **Section Breaks.** (This can be done by turning on the "Show All" command from the Tools menu, Customize and look under the View list to find the "Show All" button). Transfer this button to the toolbar at the top of the screen and click on it so that all editing and formatting marks are displayed).

This is a master document, to preserve the document it needs to be "Saved As" a different referenced document. (The footer is automatically created from the new saved filename).

Also note the following conventions within this standard document:

This box and contents should be deleted from the finished document prior to issue.

ADVICE FOR TENDERERS ON KEY REQUIREMENTS

ADVICE FOR TENDERERS ON KEY REQUIREMENTS

These documents should be read carefully by the Tenderer before preparing the Tender to ensure compliance with the key requirements. Failure to fulfil these requirements will result in disqualification of the offer. Special attention should be paid to the following:

1. **Framework Contracts**
   This Tender is a Framework Tender for Common User Items required by various Government Ministries and Departments over a normal two year period. Tenderers are required to provide unit costs for items listed in the Lot(s) attached to this tender. Tenders will be evaluated on the basis of the (minimum) quantities stated in the Tender and an award will be made. Following award of Lots deliveries will be arranged by issue by different individual Call off orders over the course of the two year period. Each Call off order will include reference to the original framework award.
2. **Price Schedule and Tender Form**
   The price schedule must be completed and must include all taxes. The total figure of the Price Schedule must be taken to the Tender Form.
3. **Tender Form**
   The Tender Form is the Tenderer's offer and must therefore be completed, signed by the Tenderer's authorized representative and stamped with the Tenderer's stamp.
4. **Documents Required**
   All documents stated in the ''Instruction to Tenderers'' and ''Tender Data Sheet'' must be included in the offer.
5. **Partial Offers**
   When the Tender Documents calls for complete offers all items must be priced, as the offer otherwise will be rejected. Notes on this can be found in the ''Schedule of Requirements''
6. **Envelope with the Original Tender and a Number of Copies**
   The envelope with the original Tender Document must also include the number of copies specified in the ''Tender Data Sheet''. The original Tender must clearly be marked ''original'', while the copy/copies should must be marked "copy''. The envelope must clearly be marked according to instructions in the ''Tender Data Sheet''.
7. **Tender Security**
   When a Tender Security is required, it can be provided in the form of a Bank Guarantee, an Insurance Company Bond or a Banker's Guaranteed Cheque. The original Tender document shall in such cases be accompanied by the original Tender Security. Photocopies, company or personal cheques are not accepted and will lead to rejection of the offer.
8. **Performance Security**
   When the ''Tender Data Sheet'' states that a Performance Security is required, this is only applicable to the successful Tenderer, who at the time of the contract signing will be expected to provide such Performance Security to ensure that the supplier carries out his contract obligations. The Performance Security can be provided in the form of a Bank Guarantee or an Insurance Company Bond.
9. **Contract Form**
   Tenderers should examine the Contract Form in the Tender Document, as it contains information about the award, which will be signed by the successful Tenderer following the Award of Contract and the issue of Call Off Orders

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INSTRUCTIONS TO TENDERERS

Tenderers should read these Instructions in conjunction with the attached Tender Data Sheet.

1. ELIGIBILITY AND QUALIFICATION OF TENDERERS

Tenderers must be eligible to tender and be qualified and capable to perform the resulting contract prior to being awarded a contract.

The Tender Data Sheet shall specify the eligibility and qualification criteria.

2. TENDERER'S RESPONSIBILITIES

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Invitation to Tender documents. Failure to furnish all information required by the Invitation to Tender documents or to submit a Tender not substantially responsive to the Invitation to Tender documents will be at the Tenderer's risk and may result in the rejection of its Tender.

The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

3. CORRUPT COLLUSIVE, FRAUDULENT AND COERCIVE PRACTICES

Tenderers should be aware that the Government of Swaziland has embarked on a 'procurement reform program' with the objective of achieving greater transparency, accountability and value for money in the use of public funds.

Tenderers participating in public procurement at all times are to abide by their obligations and are not to commit or abet corrupt, fraudulent, collusive or coercive practices.

Tenderers should be aware that a Tenderer, who engages in corrupt, collusive, fraudulent or coercive practice, will have their proposals rejected and may further be subject to prosecution under the laws of Swaziland.

The Government of Swaziland has established an Anti-Corruption Commission to investigate specific instances of alleged corrupt, collusive, fraudulent or coercive procurement practices.

"Corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public officer in the procurement process or in contract execution;

"Collusive" practice means a scheme or arrangement between two or more tenderers, with or without the knowledge of the procuring entity, designed to establish tender prices at artificial, non-competitive levels;

"Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

"Coercive practice" means harming or threatening to harm, directly or indirectly, persons, or their property, to influence their participation in a procurement process or affect the execution of a contract.

4. CONFLICT OF INTEREST

Suppliers are required to provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

Without limitation on the generality of the foregoing, Suppliers and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

A firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

For the purpose of this paragraph, non-consulting services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Suppliers (including its Personnel and Sub-Consultants) that has a business or family (parents, spouse(s) and children including adopted children) relationship with a member of the Client's staff, who is directly or indirectly involved in any part of: (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, shall not be awarded a Contract.

Suppliers have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the supplier or termination of its contract.

5. Tender Preparation

The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the English language.

6. Pre-tender Meeting/Site Inspection

Tenderers shall be invited to a pre-tender meeting/site inspection, is so stated in the Tender Data Sheet. The date, time and location are stated in the Data Sheet for the Tenderers. Tenderers are encouraged to provide questions in writing to the Procuring Entity before the event.

If a pre-tender meeting/site inspection is described as compulsory, tenderers will not be eligible to tender, if they fail to attend.

7. Validity

Tenders shall be valid for the number of days specified in the Tender Data Sheet from the date for submission. Tenders with a shorter validity will be rejected.

8. Documentary Requirements

Tenders shall be submitted on the forms provided in the Invitation to Tender document and in the number of copies stated in the Tender Data Sheet. Tenders must be typewritten and signed in black ink by the Tenderer's authorized representative. Incomplete or unsigned Tenders may be rejected.

9. Documents comprising the Tenderer's Tender

The Tender must comprise the following:

a) **Tender Form** duly completed and signed by the Tenderer (and any joint venture partners) **together with Priced Schedule/s**

b) A signed **Declaration of Eligibility** in the form provided in this document.

c) A **Tender Security** for the value and validity indicated in the Tender Data Sheet. The Tender Security may be forfeited, if a Tenderer:

- withdraws its Tender during the period of Tender validity specified on the Tender Form;
- does not accept the correction of errors; or
- in the case of a successful Tenderer, if the Tenderer fails to sign the contract; or to furnish a performance guarantee if required.

d) A certified copy of a relevant current **Trading Licence**, or equivalent for foreign suppliers.

e) Certified copy of a current **Tax Clearance Certificate**, or equivalent for foreign suppliers.

f) The **Tenderers Delivery Schedule**,

g) Adequate **Certificates of Quality**, where required by the Tender Data Sheet or Statement of Requirements.

h) Technical brochure of each proposed item where required by the Tender Data Sheet or Statement of Requirements.

i) In cases where the offered equipment would normally be subject to **Manufacturer's Warranty** and the Tenderer is not the manufacturer of the equipment offered, suitable authority from the manufacturer must be provided in the format provided in this document.

j) Any other documents specified in the Tender Data Sheet.

Failure to provide any of the required documents may result in rejection of the Tenderer's offer.

10. PRICES

Tenderers shall indicate pricing and pricing breakdown as required. In the event of an error in the extension of prices, the unit prices shall prevail.

Prices shall be fixed for the duration of the contract and not subject to variation unless otherwise stated in the Tender Data Sheet.

Government of Swaziland tenders for a period of 12 months or less are considered to be 'fixed and firm prices'. Only in exceptional circumstances will the Government of Swaziland consider granting an increase to unit prices within 12 months of contract award.

Prices must be denominated in Emalangeni including any breakdown costs in the form contained in this Invitation to tender document.

The Tender Data Sheet permits pricing in a currency other than Emalangeni.

Prices must include all costs for the requirement including any incidental services and shall be inclusive of all applicable taxes.

The Government of Eswatini may undertake 'price verification' to confirm market prices and rates.

Price increases:

All price increases for common use items shall require that all prequalified suppliers be invited to submit tenders for that particular item(s). This is to promote competition and value for money.

First each tenderer who wish to apply for a price increase shall notify the Central Government Stores in writing categorically showing all the items she is applying for without showing any price.

11. TENDERER'S REQUEST FOR CLARIFICATION

A Tenderer requiring any clarification of the "Invitation to Tender"" documents may notify the Procuring Entity in writing or electronic mail, The Procuring Entity will respond in writing to any request for clarification of the Invitation to Tender documents. Written copies of the Procuring Entity's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all tenderers that have received the tender documents.

12. SUBMISSION OF TENDERS

Original, signed and sealed Tender shall be clearly marked "Original", while each copy shall be marked "Copy".

The Original, signed and sealed Tender must together with the required number of copies Tenderer shall be in a sealed envelope, which shall be addressed and marked according to the requirements of the Tender Data Sheet.

The Tender and the copies shall be in "hard copy", as electronic submissions will not be accepted.

The Tender and the copies must be received at the location specified in the Tender Data Sheet on or before the specified date and time.

Delivery means depositing the Tender in the Tender Box or as otherwise instructed.

13. LATE TENDERS

Any Tender received by the Procuring Entity after the deadline for submission specified in the Tender Data Sheet will be rejected and returned unopened to the Tenderer.

14. MODIFICATIONS AND WITHDRAWAL OF TENDERS

A Tenderer may modify or withdraw its Tender after submission, provided that written notice of the modification is received by the Procuring Entity prior to the deadline for its submission. A withdrawal notice may also be sent by fax or e-mail, but followed by a signed confirmation copy. A Tenderer's representative shall initial Tender changes or modifications in black ink.

No Tender may be modified after the deadline for submission of Tenders.

No Tender may be withdrawn in the interval between the deadline for submission of Tenders and the expiration of its validity.

15. TENDER OPENING

The date, time and place for the opening of Tenders and proposals shall be as specified in the Tender Data Sheet. All Tenderers have the right to attend the opening at their own expense.

The name of each Tenderer and the total amount of its Tender will be read aloud and the Tender Form and Price Schedules shall be signed by the Tender Opening Committee.

Minutes of the Tender Opening will be kept and copies provided to any interested party upon request.

16. PRELIMINARY EXAMINATION

Prior to the detailed evaluation, the Procuring Entity will determine the substantial responsiveness of each Tender. For purposes of this clause, a substantially responsive Tender is one, which conforms to all the terms and conditions of the Invitation to Tender document without material deviations.

The Procuring Entity's determination of a Tender's responsiveness is based on the contents of the Tender itself without recourse to extrinsic evidence.

If a Tender is not substantially responsive, the Procuring Entity shall reject it. The Tender must not subsequently be made responsive by the Tenderer by correction of the nonconformity.

The Procuring Entity will examine the Tenders to determine, whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Tenders are generally in order.

The Procuring Entity shall reject any Tender when:

- The Tenderer has failed to demonstrate an ability to perform according to the requirements indicated in the Invitation to Tender documents;
- The Tenderer refuses to accept the correction of an arithmetical error;
- The Tenderer is not substantially responsive to the requirements of the Invitation to Tender documents or the technical specifications;
- The Tenderer has failed to comply with a request for clarification of Tenders.
- If a Tender Security has been requested and this does not accompany the Tender.

17. DETAILED EVALUATION

Only Tenders found to be substantially responsive will be subjected to detailed examination.

The Procuring Entity shall appoint a committee of evaluators to examine and evaluate all Tenders.

In the evaluation of Tenders, the following criteria will be taken into account.

- Responsiveness to the required specifications.

- Price of goods or equipment.
- Any other Criteria specified in the Tender Data Sheet.

During evaluation of the Tenders, the Procuring Entity may, at its discretion, ask the Tenderer for a clarification of its Tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the Tender shall be sought, offered, or permitted. Tenderers who do not respond to requests for clarification will have their tenders rejected.

Any effort by a Tenderer to influence the Procuring Entity in its decisions on Tender evaluation, Tender comparison, or contract award may result in the rejection of the Tenderer's Tender.

18. LOCAL PREFERENCE

Swazi companies will be given a preference in the evaluation of tenders by adding a 15% (fifteen percent) margin to the evaluated price of other tenderers, who are not eligible for the preference during the financial evaluation of tenders. For purposes of this Clause, a Swazi company is one, which is registered in Swaziland and majority owned by Swaziland citizens.

19. AWARD OF CONTRACT

Prior to recommending an award of contract the Procuring Entity may decide to post-qualify the lowest evaluated substantially responsive Tenderer to verify the tenderer's documentation and facilities. A contract will not be awarded to any Tenderer, who fails to pass such a post-qualification.

The Procuring Entity will award the contract to the Tenderer, which have submitted the lowest evaluated, substantially responsive Tender, and who is recognized to have the capability to undertake and complete a contract.

Prior to the expiration of the Tender's validity, the Procuring Entity will notify the successful Tenderer in writing that its Tender has been accepted. The successful Tenderer will be expected to sign a contract and, if required in the Tender Data sheet, provide a Performance Security within 14 (fourteen) days of the notification of award. The Performance Security will be valid for the period of the contract including any warranty obligations.

Where a Tender Security has been provided, this will be returned to the successful Tenderer on furnishing of the Performance Guarantee.

The Tender Securities of the unsuccessful tenderers will be returned at the same time.

20. REJECTION OF TENDERS

The Procuring Entity reserves the right to accept or reject any tender, and to annul the tendering process at any time prior to the award of a contract, without thereby incurring any liability to the affected Tenderer(s) or any obligation to provide information on the grounds for its action.

21. CHANGES OR REDUCTIONS AT AWARD

The Procuring Entity reserves the right at the time of contract award to increase or decrease, by up to 15% (fifteen percent), the quantity of goods originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

22. CONTRACT FORMATION

The Tenderer's response to the Invitation to Tender document is an offer to the Government.

A Tender becomes a binding contract only when officially accepted in writing by the Government. Payment for any procurement under this tender is dependent upon a Contract duly signed by both parties.

23. CONTRACT PERFORMANCE

Contract performance of awarded tenders will be measured against:

- Delivery against agreed Specification;
- Delivery of tendered items against agreed Delivery Schedule; and
- Delivery of tendered items against Agreed Price.

Contract performance will be considered in future tenders.

TENDER DATA SHEET

This Tender Data Sheet shall be read in conjunction with the foregoing "Instructions to Tenderers"

Section No.	*Section description.*	**Additional or modifying data to the Instructions to Tenderers**
1.	**Eligibility Criteria**	Tenderers must provide a signed 'Declaration of Eligibility' in the format as included in this Tender Document (Section 4). In case of a joint venture or consortium all members must each sign their declaration. Further Eligibility Criteria are i. Must have legal capacity to enter into contract. ii. Must be a Liswati registered Company. iii. Have no conflict of interest (actual, potential or reasonably perceived) iv. Must not be under debarment by ESPPRA, and by the procuring entity (as a result of a bid securing declaration) v. Must not be insolvent, in receivership or bankrupt. vi. It or any of its directors or officers have not been convicted of any criminal offence relating to professional conduct. vii. It adheres to basic labour legislation viii. It has fulfilled its obligation to pay taxes and social security contributions.
	Qualification Criteria	This document is strictly for Eswatini Companies only. a) Attach Company profile which covers Academic / professional / technical qualifications with personnel and managerial capabilities. A minimum requirement of O`level / Matric Certificate from Supplier / personnel. b) Attach Copies of the company's audited accounts for the previous two years (Financial statements), Bank statement & letter of comfort.

Section No.	*Section description.*	**Additional or modifying data to the Instructions to Tenderers**
		c) Equipment & other physical facilities e.g. square meter of the shop premises and transport means. d) Attach proof of Two (2) years experience in the provision of Office Stationery e.g. purchase order, contracts or invoices.
6.	**Site Inspection**	Venue is at the Suppliers premises, to check on readiness to supply e.g. signage, stock held, transportation, staff, hygiene, displayed company documents, etc.
7.	**Validity Period of the Tender**	The validity of the Tender shall be 90 days from the Tender opening date. Following an award, unit prices will be used to calculate the total cost of Government orders over a two year period.
8.	**Documentary Requirements**	One (1) original and *Three* (3) copies of Tender document. Mark clearly on the front part of the envelope, which is the original and which are the copies.
9.	**Documents comprising the Tender's Tender**	*List of Legal documents and validity.* In addition to the documents stated in the "Instructions to Tenderers", the following documents are required: ❖ Valid & Certified Trading License ❖ Valid & Certified Tax Compliance Certificate ❖ Valid & Certified (ENPF) Eswatini National Provident Fund Certificate ❖ Valid & Certified Labour Compliance Certificate ❖ Valid & Certified Form C ❖ Valid & Certified Form J ❖ Original letter of Declaration of Eligibility on the company's letter head "signed" as shown on the document; if the Tender documents proposal is being presented by a joint venture or consortium, all members must submit their declaration of eligibility. ❖ Valid & Certified Certificate of Incorporation ❖ Valid & Certified VAT Registration Certificate ❖ Police Clearance for All Company Director(s)

Section No.	*Section description.*	**Additional or modifying data to the Instructions to Tenderers**
		❖ Original Revenue Receipt of E600.00 (for each category). ❖ Price schedule must be in Hard and Soft copies. ❖ Enclose a copy of any Joint Venture Agreement should be attached where applicable. ❖ If the Pre-qualification proposal is being presented by a joint venture or consortium, all members must submit each of their status documents or statutory documents. ❖ Enclose an Original Tender Security of E5000.00 in form of Insurance bond or Bank guarantee.
10	**Prices**	Prices must include the cost of supply, carriage, and local delivery including all taxes and duties to the point of delivery. The point of delivery shall be stated in each Call Off Order. Estimated delivery points are provided in the Schedule of Requirements.
12.	**Tender Submission**.	The location for submission of Tenders is : **The Secretary to Eswatini Government Tender Board** **Treasury Building,** **Mhlambanyatsi Road,** **MBABANE.** Tenders must be deposited in the Treasury Tender Box. The Tender Box Closing Time is as per the Clock in the Foyer of the Treasury Building adjacent to the Treasury Tender Box. The date and time for submission of Tenders is: *Wednesday, 30TH July 2025, 0900hrs.* The envelope SHALL be sealed and must be marked: **The Secretary to Eswatini Government Tender Board** **Treasury Building** **Mhlambanyatsi Road** **MBABANE** Further, the envelope must be marked with: Central Government Stores, Item Code. CGS/016;

Section No.	*Section description.*	**Additional or modifying data to the Instructions to Tenderers**
		Supply & Delivery of Office Stationery; ''Do not open before 0900hrs on the *30TH July 2025*''. The envelope must contain the original, which are marked 'original' and an envelope containing the copy/copies, which are marked 'copy'.
15.	**Tender Opening**	Tenders will be opened at Tender Board, Room 109 Treasury Building, Mhlambanyatsi Road, Mbabane on 30TH July 2025 at 9.00 hrs.
17.	**Detailed Evaluation**	The Criteria stated in the "Instruction to Tenderer" will be used in the evaluation. Tenders will be evaluated on a line by line basis. Partial Offers will be accepted.
19.	**Award of Contract**	Prior to the expiration of the Tender's validity, the Procuring Entity will notify the successful Tenderer in writing that its Tender has been accepted. The Procuring Entity shall issue an award of contract confirming that the Tender has been awarded ending 31ST March 2026. The Contract will be extended for a further period of twelve months. Delivery shall be required in accordance with Call Off Orders issued. The successful Tenderer will be expected to deliver against Call Off Orders issued by Procuring Entities. The Performance Security will be valid for the period of the award including any warranty obligations. A Performance Security is required to the value of *[state a percentage between 5% and 10% depending of the risk involved].* The Performance Security shall be provided in the form stated in Special Conditions of the Contract and shall be valid for the period of the award including any warranty obligations. A Performance Security is not required for this Tender.
21	**Changes or Reductions at award**	The Schedule of Requirements details the minimum total quantities anticipated confirmed by Call Of Orders during the course of the award period.
22	**Contract Formation**	A Tender is awarded to the successful Tenderer, and individual deliveries shall be required against individual Call Off Orders of partial quantities issued by Procuring Entities to specific delivery addresses. A Tender becomes a binding contract only when officially accepted in writing by the Government

Section No.	*Section description.*	**Additional or modifying data to the Instructions to Tenderers**
		award and Call Off Order. Payment for any procurement under this tender is dependent upon each Call Off Order.

TENDER FORM

13TH June 2025

Tender Reference: CGS 016 of 2025/26

To: The Central Government Stores

Government of Eswatini

Having examined the Invitation to Tender documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Supply of Office Stationery through framework contracts in conformity with the said "Invitation to Tender" documents for sums in the Schedule of Prices attached herewith and made part of this Tender and which are inclusive of all taxes.

We undertake, if our Tender is accepted, to deliver the goods against Government Orders issued following an award of Tender.

We agree to abide by this Tender for a period of 90 days from the date fixed for Tender submission, as stated in the Tender Data Sheet Section 15, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Award is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Framework Contract between us. We acknowledge that following a formal Award, deliveries will be confirmed against the receipt of Invoices and delivery notes issued against the formal Award.

We accept that the Framework Contract shall be valid for a minimum 12 months after coming into force and that the prices in the Price Schedule are 'fixed and firm prices'.

We understand that you are not bound to accept the lowest or any tender you may receive.

_____________________________ _________________________________

(signature) *(in the capacity of)*

Duly authorized to sign Tender for and on behalf of______________________________

PRICE SCHEDULE

TENDER No.016 - SUPPLY OF OFFICE STATIONERY 2025 / 2026	
DESCRIPTION	
FILES	**PRICES**
LEVER ARCH FILES A4	
PVC LEVER ARCH FILES (Bantex 1450)	
A5 LEVER ARCH FILES	
A5 PVC FILES	
A4 CHEQUE FILES	
2RING BINDERS CREATE A COVER	
BANTEX HANGING FILES	
ACCESSIBLE FILES	
DOCUMENT FILE B3420	
TRANSPARENT REPORT COVERS 2255	
REPORT COVERS 2252 (per 5)	
MESONITE CLIP BOARDS	
PVC CLIP BOARDS (Bantex)	
FILE FOLDERS	
QUOTATION FOLDERS B3200	
REXEL CARRY FOLDES	
BANTEX CARRY FOLDERS	
FILE FASTNERS	
PVC SPRING CLIP BOX FILE	

DUST COVERS	
STORAGE BOXES	
STORE-AWAY FILES	
MAGAZINE FILE RIGID	
MAGAZINE FILE COLLAPSABLE	
A4 FILE FOLDER (DESK PAD INSIDE)	
A4 FILE FOLDER WITH ZIP	
A4 FILE FOLER WITHOUT A ZIP	
A4 MINI LEVER ARCH FILE	
A4 MINI LEVER ARCH FILE DUST COVER	
A5 FILE FOLDER WITHOUT A ZIP	
BOX FILES	
CARRY FOLDERS	
CLIP BOAD FILE FOLDING	
CONERTINA FILES	
CORRESPONDING FOLDERS	
EXPANDING FILEWITHOUT HANDLE	
EXPANDING FILE WITH HANDLE	
FILE DEVIDER 10 TAPS	
FILE DEVIDER 1-31	
FILE DEVIDER A-Z	
FILE DEVIDER 5 TAPS	
FILE DEVIDER JAN - DEC	
A4 BANTEX 10 DIVISION	
A4 BANTEX 20 DIVISION	
FILLING SLEEVES	
FLIC FILE 10 PKTS	

FLIC FILE 20 PKTS	
FLIC FILE 30 PKTS	
LETTER OPENER	
PENDERFLEX FILES	
PRESENTATION FOLDER	
SECRETARIAL FOLDER	
CREATE A COVER (BANTEX FILE)	
SPIKE FILE	
SUSPENSION FILE	
TIDY FILES	
LEATHER FILES	
CHEQUE FILE	
TRANSPARENCIES	**PRICES**
INKJET TRANSPARENCIS FILM	
XEROX TRANSPARENCY	
FOLEX COPIER FILMS TRANSP	
WRITE ON TRANSPARENCIES	
PHOTOCOPYING TRANPSARENCIES	
HP TRANS. PREMIUM INKJET	
EXERCISE BOOKS AND PADS	**PRICES**
A4 1QUIRE EXERCISE BOOK	
A4 2QUIRE EXERCISE BOOK	
A4 3QUIRE EXERCISE BOOK	
DESK PADS	

EXECUTIVE DESK PADS	
EXAMINATION PADS	
SHORTHAND NOTEPADS	
A5 1QUIRE NOTE BOOK	
A5 2QUIRE NOTE BOOK	
A6 WIRE NOTE BOOK	
A6 POCKET NOTE BOOK	
A6 PENCARBON BOOK DUPLICATE	
A6 PENCARBON BOOK TRIPLICATE	
A5 PENCARBON BOOK DUPLICATE	
A5 PENCARBON BOOK TRIPLICATE	
A4 PENCARBON BOOK DUPLICATE	
A4 PENCARBON BOOK TRIPLICATE	
1 QUIRE CASH BOOK	
2 QUIRE CASH BOOK	
1 QUIRE LEDGER	
2 QUIRE LEDGER	
1 QUIRE JOURNAL	
FLY PAPER PER REAM	
FLY PAPER CASH BOOK PER REAM	
FLY PAPER LEDGER PER REAM	
FLY PAPER JOURNAL PER REAM	
A3 DRAWING BOOK	
A6 MEMO BOOK HARD COVER 96 PAGES	
A6 MEMO BOOK HARD COVER 144 PAGES	
GRAPH BOOKS	
GRAPH PADS	

JOURNAL M21 CLASSIQUE	
JOTTER PADS	
NAT - STAT WIRO NOTE BOOK	
TRACING PAD	
CHARTS	**PRICES**
A1 WALL CHARTS	
A4 CHARTS (POSTER BOARDS 160g)	
A4 CHARTS (POSTER BOARDS 240g)	
FLIP CHART	
REAM OF CLEAR SHEETS	
REAM OF FROSTED SHEETS	
COPY SAFE POCKTS \ 100 Ref. 2052	
COPY SAFE POCKETS \100 Ref. 2059	
PHOTOCOPYING PAPER	**PRICES**
A4 REAM BOND PAPER 80g WHITE	
A4 BOX BOND PAPER 80g WHITE	
A4 REAM COLOURED BOND PAPER 80g	
A4 BOX COLOURED BOND PAPER 80g	
A4 REAM DUPLICATING PAPER 78g	
A4 REAM WHITE BOND PAPER 46g	
A4 REAM COLOURED BOND PAPER 46g	
A3 REAM BOND WHITE 80g (all types)	
A3 BOX BOND PAPER 80g	
A4 TYPEK REAM BOND PAPER 80g WHITE	

A4 TYPEK BOX BOND PAPER 80g WHITE	
A4 ZEROX REAM BOND PAPER 80g WHITE	
A4 ZEROX BOX BOND PAPER 80g WHITE	
A4 NASHUA REAM BOND PAPER 80g WHITE	
A4 NASHUA BOX BOND PAPER 80g WHITE	
A4 ROTATRIM BOND PAPER 80g WHITE	
A4 ROTATRIM BOX BOND PAPER 80g WHITE	
A4 TYPEK REAM COLOURED BOND PAPER 80g	
A4 TYPEK BOX BOND COLOURED PAPER 80g WHITE	
A3 ROTATRIM WHITE PAPER PER REAM	
A3 ROTATRIM WHITE PAPER PER BOX OF 5 REAMS	
A3 TYPEK WHITE PAPER PER REAM	
A3 TYPEK WHITE PAPER PER BOX OF 5 REAMS	
A3 NASHUA WHITE PAPER PER REAM	
A3 NASHUA WHITE PAPER PER BOX OF REAMS	
XEROGRAPHIC BOND WHITE PAPERS PER BOX OF 5REAMS	
COMPUTER PAPER	**PRICES**
CONSOL PAPER 280X240 1PART	
CONSOL PAPER 280X240 2PART	
CONSOL PAPER 280X370 1PART	
EYELINE COLOURED 280X 370 1PART	
COMPUTER PAPER 280X 370 3PART	
COMPUTER PAPER WAGE ENV. 2PART	
COMPUTER PAPER 305 X 240 1prt.	

LETTER TRAYS	**PRICES**
PLASTIC LETTER TRAYS	
BANTEX PLASTIC LETTER TRAYS	
OAK LETTER TRAYS	
IMBUYIA LETTER TRAY	
TEXO 2DRAWER STORAGE Ref. 9902	
TEXO 3DRAWER STORAGE Ref. 9903	
TEXO 4DRAWER STORAGE Ref. 9904	
TEXO 6DRAWER STORAGE Ref. 9906	
LETTER TRAYRISERS	
ENVELOPES	**PRICES**
C3 (458X324) WHITE PLAIN ENV.	
C3 (458X324) BROWN PLAIN ENV.	
C4 (329X229) WHITE PLAIN ENV.	
C4 (329X229) BROWN PLAIN ENV.	
C5 (157X229) WHITE PLAIN ENV.	
C5 (157X229) BROWN PLAIN ENV.	
110X220 BROWN PLAIN ENVEOPES	
110X220 BROWN WINDOW ENV.	
110X220 WHITE PLAIN ENV.	
110X220 WHITE WINDOW	
220X110 BROWN PLAIN	
220X110 WHITE PLAIN ENVELOPE	
110X220 SELF SEAL ENVELOPES	
115X230 WHITE WINDOW	
90X152 BROWN ENVELOPES	

89X152 WHITE WINDOW	
89X152 WHITE PLAIN ENV.	
114X162 WINDOW BROWN ENV	
114X162 WHITE PLAIN ENV.	
114X162 WHITE WINDOW	
152X102 PAY PRINTED (wage envs. & plain)	
CALCULATORS	**PRICES**
POCKET CALCULATORS EL-231L	
SHARP CALCULATOR EL-330A	
SHARP CALCULATOR EL-331A	
DELI 1602 12 DIGIT CALCULATOR	
SHARP CALCULATOR EL-387R	
SHAPR CALCULATOR EL-735	
SCIENTIFIC CALCUALOR EL-531	
SHARP CALCULATOR EL-2128R	
SHARP DESK CALCULATOR EL-2910R	
DESKTOP CALCULATOR 12 DIGIT	
DK 221 CALCULATOR	
EL 1611 CALCULATOR	
SHARP DESK CALCULATOR EL-792C	
SHARP COMPET CS - 2194H	
SHARP DESK CALCULTOR EL-2607V	
SHARP DESK CALCULATOR CS - 2194H	
FAX / MACHINE ROLLS	**PRICES**

FAX ROLLS 210X30X13	
FAX ROLLS 215X30X13	
FAX ROLLS 210X30X25	
FAX ROLLS 215X30X13	
MACHINE ROLLS 70X76	
MACHINE ROLLS 57X76	
MACHINE ROLLS 57X57	
MACHINE ROLLS 44X70	
MACHINE ROLLS 44X70	
MACHINE ROLLS 37X70	
IBICO / SLIDE BINDERS	**PRICES**
IBICO BINDER 6MM	
IBICO BINDER 8MM	
IBICO BINDER 10MM	
IBICO BINDER 12MM	
IBICO BINDER 14MM	
IBICO BINDER 16MM	
IBICO BINDER 19MM	
IBICO BINDER 22MM	
IBICO BINDER 25MM	
IBICO BINDER 50MM	
SLIDE BINDERS 5MM	
SLIDE BINDERS 10MM	
SLIDE BINDERS 15MM	
BINDING ELEMENTS 28MM	
BINDING ELEMENTS 32MM	

A3 COMPUTER BINDERS	
A4 COMPUTER BINDERS	
2 RING BINDER	
2 RING BINDER BOARD	
2 RING BINDERS PVC	
4 RING BINDER NS	
THONG BINDER FOR INVOICE SHEETS	
THONG BINDER FOR LEDGER SHEETS	
A1 TOKAI SHEET	
A4 CLEAR SHEET	
A4 FROSTED SHEETS	
A4 TOKAI SOFTSHEET	
A4 METALI TOKAI	
SPIRAL BINDERS 6MM	
SPIRAL BINDERS 8MM	
SPIRAL BINDERS 10MM	
SPIRAL BINDERS 12MM	
SPIRAL BINDERS 13MM	
SPIRAL BINDERS 14MM	
SPIRAL BINDERS 16MM	
SPIRAL BINDERS 19MM	
SPIRAL BINDERS 20MM	
SPIRAL BINDERS 22MM	
SPIRAL BINDERS 25MM	
SPIRAL BINDERS 28MM	
SPIRAL BINDERS 32MM	
SPIRAL BINDERS 35MM	

SPIRAL BINDERS 38MM	
SPIRAL BINDERS 44MM	
PENCIL / ERASERS	**PRICES**
HB PENCILS STEADTLER	
CROXLEY	
ORDINARY PLASTIC ERASER	
STEADLER INSTRUMENTS	
NS 84 FASHION MATHS SET	
OXFORD INSTRUMENTS SET	
WAX CRAYONS	
SHORT CRAYONS	
LONG CRAYONS	
HB REXEL PENCIL	
HB TRADITION	
BARREL PENCIL	
2H STEADLER PENCIL	
3H STEADLER PENCIL	
CLUTCH PENCIL	
FABER CASTEL PENCIL	
ANGLO ERASOR	
CUXI ERASOR	
HI POLMER ERASOR	
NS 30 TR 6224 ERASOR	
NS 50 TR 30 ERASOR	
NS 80 PLASTIC ERASOR	
SUNSHINE ERASOR	

30CM RULER	
50 CM RULER	
DESK MOUNTED SHARPNER	
HB PENCIL CORPORATE	
HB PENCIL LEADS 0.5MM	
HB PENCIL LEADS 0.7MM	
METAL SHARPNER 1 HOLE	
METAL SHARPNER 2 HOLE	
PILOT CLUTCH PENCIL 0.7MM	
STAEDLER CLUTCH PENCIL 0.5MM	
STAEDLER ERASER	
CLUTCH PENCILS LEADS	**PRICES**
STAEDLER CLUTCH PENCIL 0.5MM	
PILOT CLUTCH PENCIL 0.7MM	
TECHNICLICK CLUTCH PENCIL 0.7MM	
ROTRING CLUTCH PENCIL	
PILOT COLOUR PENCILS	
HB PENCIL LEADS 0.5MM	
HB PENCIL LEADS 0.7MM	
RULERS /PENCIL SHAPNERS	**PRICES**
30CM RULER	
50CM RULER	
30CM COULERD RULER	

30CM TINTED RULER	
1M PLANK RULER	
PLASTIC METRE STICK	
PLASTIC SHARPNER	
METAL SHARPNER - 1 HOLE	
METAL SHARPNER 2-HOLE	
DESK MOUNTED SHARPNER	
305A PENCIL SHAPNER	
HEAVY DUTY DESKTOP SHARPNER	
PENS /CORRECTION FLUIDS	**PRICES**
BIC CLIC BLUE PEN	
BIC CLIC BLACK PEN	
BIC CLIC RED PEN	
BIC CRYSTAL PENS	
SUPERB PENTEL PENS	
BIC ROLLER MICRO METAL PEN	
PENTEL DOCUMENT PENS	
PILOT BPS-GP PEN	
SUPER GRIP PEN	
UNIBALL EYE MICRO PENS	
UNIBALL EYE PEN	
PILOT V-BALL PEN	
BIC DESK PEN	
BOTTLE TIPPEX	
CORRECTION PEN MULTI PURPOSE	
PENTEL CORRECTION PEN	

A14 PEN + PENCIL	
BEIFA PENS CHEAP	
DESK PEN WITH CHAIN	
GALAXY PEN	
MONTEX PEN	
MONALISA PEN	
SAILOR LIQUID BALL	
SAILOR INOVATION	
SCRIBE LOBO PEN	
PARKER	
PENTEL CORRECTION PEN ZL15-6	
ROLLER BALL PARKER	
ROLLER BALL REFILL	
SUPERB PENTEL PENS	
TIPPEX SET	
MARKERS / HIGHLIGHTERS	**PRICES**
PENTEL WHITE MARKER MEDIUM	
OHP SNOWMAN MARKERS (PKT-8)	
ARTLINE 70 MARKER	
ARTLINE 90 MARKER	
ARTLINE 700 MARKER	
ARTLINE 750 MARKER	
EDDING HIGHLIGHTER	
BEFIA MARKER	
DELI MARKER	
FABRIC MARKER (LAUNDRY)	

FLIP CHART MARKER	
FLOURESCENT MARKER	
MAXIFLO WHITE BOARD MARKER	
MAXIFLO PERMANENT MARKER	
MONO DRY HIGHLIGHTER	
PENFLEX MARKER	
PLENFLEX PERMANENT MARKER	
OFFICE MATE CHART MARKER	
OFFICE MATE HIGHLIGHTER	
PENTEL WHITE BOARD MARKER N50	
PENTEL PERMANENT MARKER N50	
GLUE STICKS	**PRICES**
GLUE STICK BANTEX 8g	
GLUE STICK POWER 22g	
GLUE STICK POWER 35g	
GLUE STICK PRITT 10g	
GLUE STICK PRITT 20g	
GLUE STICK PRITT 40g	
GLUE STICK STAEDLER 22g	
GLUE STICK STAEDLER 35g	
CLEAR ADHESIVE GLUE	
OFFICE PASTE GLUE 100ml	
PENGUIN OFFICE PASTE 250ml	
WOOD GLUE 120ml	
POWDER PASTE GLUE 100g	

PRESTIK 100g	
BOSTIC 25g	
BOSTIC 100g	
STAMP PADS / INK	**PRICES**
STAMP PAD INK 30ml	
ARTLINE MARKING INK	
STAMP PAD INK 750ml	
GESTETNER DUPLICATING INK	
ROTRING INK	
STAMP PAD MEDIUM	
STAMP PAD SMALL	
STAMP PAD INK BLUE	
STAMP PAD INK RED	
STAMP PAD INK VIOLET	
PUNCHERS	-
GENMES PUNCHER 9730	
BANTEX PUNCHER SMALL	
BANTEX PUNCHER MEDIUM 9306	
UNO 1-HOLE PUNCHER	
UNO HEAVY DUTY PUNCHER	
GENMES 96R8 PUNCHER	
865 PUNCHER	
P 817 PUNCHER	
H40 PUNCHER	
9670 PUNCHER	

9717 EYELET PUNCHER	
STAPLERS / STAPLES	**PRICES**
BANTEX 9343 STAPLER	
GENMES HEAVY DUTY STAPLER 50SF	
GENMES STAPLER REF.5227	
GENMES STAPLERS SMALL	
GENMES STAPLERS MEDIUM (5030)	
GENMES LONG REACH STAPLER	
REXEL TROJAN STAPLER	
REXEL GIANT STAPLER	
GENMES STAPLES No. 26\6	
RAPID STAPLES No. 26\6	
REXEL STAPLES No. 56	
REXEL STAPLES No. 66\11	
REXEL STAPLES No. 66\8	
REXEL STAPLES No. 66\14	
REXEL STAPLES No. 1000xNo. 101\6	
RAPID STAPLES No. 9\17	
RAPID STAPLES No. 9\20	
RAPID STAPLES No. 9\8	
RAPID STAPLES No. 9\21	
STAPLE REMOVER	
OPTIMA STAPLER	
BANTEX 9342 STAPLER	
METAL FULL STRIP STAPPLER	

50 EL DELUX HEAVY DUTYSTAPLER	
MINI STABLE GUN	
STAPLER M600	
STAPLER HS3000	
STAPLER HS 2000	
PAPER CLIPS DRAWING PINS	**PRICES**
PAPER CLIPS 20MM	
PAPER CLIPS 33MM	
PAPER CLIPS 50MM	
PAPER CLIPS GIANT	
COATED PAPER CLIPS SMALL	
OFFICE PINS	
FISCO DRAWING PINS	
GENMES DRAWING PINS	
BULLDOG CLIP 50MM	
BULLDOG CLIP 60MM	
PAPER CLIPS COLOURED	
PAPER CLIPS WAVY	
DRAWING PINS 120/3	
DRAWING PINS 120/4	
COLOURED DRAWING PINS	
DRAWING PINS - NS	
NOTE PADS	**PRICES**
POST IT PADS 76X76	
POST IT PADS 76X102	

POST IT PADS 75X130	
SIGN HERE POST IT PADS	
FAX NOTES PADS	
PETTY CASH VOUCHERS	
TELEPHONE MESSAGE PAD	
SELLOTAPES / DISPENSER	**PRICES**
SELLOTAPE 12X66	
SELLOTAPE 18X50	
SELLOTAPE 24X66	
SELLOTAPES 48X50 (clear packaging)	
SELLO TAPE 48X50 (buff packaging)	
MASKING TAPE 24X40	
MASKING TAPE 48X40	
MASKING TAPE 24X50	
MASKING TAPE 48X50	
GUM TAPES	
BOOK BINDING TAPES	
SELLO TAPES DISPENSER	
BOARDS / CHALKS	**PRICES**
600X900 PINBOARD	
1000 X 1000 PINBOARD	
600X900 WHITE BOARD	
FLIP CHART STAND	
BLACK BOARD DUSTER	
WHITE BORD DUSTER	

APEX WHITE CHALK	
DUST FREE WHITE CHALK	
COLOURED CHALK	
TREASURY TAGS	**PRICES**
26MM	
38MM	
76MM	
89MM	
102MM	
127MM	
152MM	
KEY TAGS	
NAME TAGS	
HOLDERS / REFILLS	**PRICES**
SCRAP PAPER HOLDER	
SCRAP PAPER REFILL WHITE	
METAL SPIKE	
DESK TIDY TUBAL	
ROUND UP DESK TIDY	
PLASTIC SPIKE HOLDER	
ADDING MACHINE ROLLS	**PRICES**
37mm x 70mm	
44mm x 70mm	

57mm x 57mm	
ADHESIVE LABELS	**PRICES**
8mm x 12mm	
13mm x 19mm	
16mm x 22mm	
75mm x 38mm	
100mm x 50mm	
LABELS C13	
LABELS C19	
LEVER ARCH FILE LABELS	
STAR LABELS SILVER	
LABEL DAMPER	
BLACK BOARD ACCESSORIES	**PRICES**
DUSTER	
COMPASS	
PROTECTOR	
T-SQUARE	
SOFT WHITE CHALK	
COLOURED CHALK	
SCISSORS	**PRICES**
PAIR OF SCISSORS	
NS 912 SCISSOR	
NS 916 SCISSOR	

NS 918 SCISSOR	
NS 923 SCISSOR	
NS 929 SCISSOR	
DATE STAMP	**PRICES**
SQUARE DATE STAMP	
ROUND DATE STAMP	
ALLOCATED DATE STAMP SELF INK	
RECTANGULAR DATE STAMP	
RUBBER BANDS	**PRICES**
RUBBER BAND NO.12	
RUBBER BAND NO.16	
RUBBER BAND NO.32	
RUBBER BAND NO.128	
RUBBER BAND COLOURED	
DUST BINS	**PRICES**
DUST BIN 10L	
DUST BIN 20L	
BANTEX 10/ DUST BIN	
BANTEX 20/ DUST BIN	
ANALYSIS BOOKS	**PRICES**
JD 131 MONTHLY TIME BOOK	
JD 132 MONTHLY TIME BOOK	

JD 166 ANALYSIS BOOK	
JD 168 JOURNAL	
JD 215 MARK BOOK	
JD 6012 ANALYSIS BOOK	
JD 7014 ANALYSIS BOOK	
JD 70141 ANALYSIS BOOK	
JD 7019 ANALYSIS BOOK	
JD 7021 ANALYSIS BOOK	
JD 80141 ANALYSIS BOOK	
JD 8024 ANALYSIS BOOK	
JD 8032 ANALYSIS BOOK	
JD 9040 ANALYSIS BOOK	
JD 924 ANALYSIS BOOK	
SIGNATURE BLOTTER	
VOTE BOOK COVER	
STOCK BOOK	
JD 418 VISITOR" BOOK	
A's	**PRICES**
ATTENDANCE REGISTER HARD COVER	
ATTENDANCE REGISTER SOFT COVER	

Prices shall include all taxes, sales tax and duty paid or to be paid in the event of an award of contract.

Signed:	…………………………………*{signature of person whose name and capacity are shown below}*
Name:	......……..……………………………..*{insert complete name of person signing the application}*
In the capacity of	…………………………..……………..…*{insert legal capacity of person signing the application}*
Duly authorized to sign	for and on behalf of ……………………………………………………….. ……………………………………………….. *{insert complete name of Applicant/Joint Venture*
Date:	……….…… day of ………………..…………..……, 20…..., *{insert date of signing}*

DECLARATION OF ELIGIBILITY

In accordance with the requirements of the Procurement Regulations issued in accordance with the terms of Section 26 of the Finance and Audit Act No. 18 of 1967 all Tenderers must meet the following criteria, to be eligible to participate in public procurement.

{Tenderers must provide a signed declaration on their company letterhead in the following format. If the Tender is being presented by a joint venture or consortium all members must sign each their declaration}

Dear Sirs

Re Tender Reference {Insert Tender Reference Number}

In accordance with the eligibility requirements of the tender documents we hereby declare that:

(a) We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;

(b) We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we not the subject of legal proceedings for any of the foregoing;

(c) We have fulfilled our obligations to pay taxes and social security contributions;

(d) We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings; and

(e) That we do not have a **conflict of interest**[1] in relation to the procurement requirement. (Note 1 - as defined in Section 4 of the Instructions to Tenderers.)

Signed:	……………*{signature of person whose name and capacity are shown below}*
Name:	…..…………………..*{insert complete name of person signing the application}*
In the capacity of	…………………..……*{insert legal capacity of person signing the application}*
Duly authorized to sign	for and on behalf of ……………………………………………………….. ………………………….. *{insert complete name of Applicant/Joint Venture*
Date:	……….…… day of ………………..……..……, 20…..*. {insert date of signing}*

FORM FOR TENDER SECURITY

WHEREAS Messrs {Name of Tenderer} of {Address of Tenderer} hereinafter referred to as the "Tenderer" has on {date} submitted its Tender for the Supply of {insert the short description of goods and associated service, which this Tender is for}.

AND WHEREAS the said Tenderer has undertaken to abide by his Tender so submitted for a period of {state here the number of days} calendar days of the date of submission hereinabove stated, or such other period as may mutually be agreed between the Government of Eswatini, represented by the Director of Central Government Stores of the Government of Eswatini and the Tenderer and notified to us by the Government of Eswatini.

NOW WE, {name and address of financial institution registered in the Kingdom of Eswatini} hereby guarantee and undertake to pay to the account of the Government of Eswatini on first demand in writing and without reference to the Tenderer the sum of Emalangeni {insert the sum first as a figure, then in words}.

PROVIDED THAT

a) This Tender Security remains valid, and

b) The Government of Eswatini declares in writing that the Tenderer has failed to abide by his undertaking that the Tender shall remain open for acceptance within the specified period, or that the Tenderer is unwilling for some reason (which shall be clearly stated) to abide by his Tender or enter into a contract agreement with the Government of Eswatini for the Supply of {insert the short description of the goods and associated service}.

This Tender Security shall remain valid in the first instance until the earlier of:

a) 10 days after the expiry of the Tenderer’s Tender;

b) Upon our receipt of copies of the contract signed by the Tenderer and the Performance Security issued to you upon the instruction of the Tenderer; or

c) Upon our receipt of a copy of a notification from the Government of Eswatini to the Tenderer of the name of the successful Tenderer.

Signed:	………….……..*{signature of person whose name and capacity are shown below}*
Name:	................……………….*{insert complete name of person signing the application}*
In the capacity of	……………………..…..…*{insert legal capacity of person signing the application}*
Authorized to sign	for and on behalf of ………………….. *{insert complete name of Applicant/Joint Venture*
Date:	…………..…. day of ……………….……..….…, 20….... *{insert date of signing}*

MANUFACTURER'S AUTHORIZATION FORM

{See Clause 9 (i) of the "Instructions to Tenderers" and the corresponding section in the Tender Data Sheet for further instruction}.

To: {insert name of Procuring Entity};

WHEREAS {name of the Manufacturer} who are established and reputable manufacturers of {name and/or description of the goods} having factories at {address of factory}

do hereby authorize {name and address of Agent} to submit a Tender, and subsequently negotiate and sign the Contract with you against Tender ref. {reference number of the Tender} for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 14 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

………………………
(Date)

………………………
(Authorised Signature for and on behalf of Manufacturer)

{Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person having the authority to bind the Manufacturer. It should be included by the Tenderer in its Tender. If the organization is also authorized to execute the manufacturer's warranty and maintenance plans, then this **MUST** also be stated.}

SPECIFICATIONS

TENDER No.016 - SUPPLY OF OFFICE STATIONERY 2019 / 2020
DESCRIPTION
FILES
LEVER ARCH FILES A4
PVC LEVER ARCH FILES (Bantex 1450)
A5 LEVER ARCH FILES
A5 PVC FILES
A4 CHEQUE FILES
2RING BINDERS CREATE A COVER
BANTEX HANGING FILES
ACCESSIBLE FILES
DOCUMENT FILE B3420
TRANSPARENT REPORT COVERS 2255
REPORT COVERS 2252 (per 5)
MESONITE CLIP BOARDS
PVC CLIP BOARDS (Bantex)
FILE FOLDERS
QUOTATION FOLDERS B3200
REXEL CARRY FOLDES
BANTEX CARRY FOLDERS
FILE FASTNERS
PVC SPRING CLIP BOX FILE
DUST COVERS
STORAGE BOXES
STORE-AWAY FILES
MAGAZINE FILE RIGID
MAGAZINE FILE COLLAPSABLE
A4 FILE FOLDER (DESK PAD INSIDE)
A4 FILE FOLDER WITH ZIP
A4 FILE FOLER WITHOUT A ZIP
A4 MINI LEVER ARCH FILE
A4 MINI LEVER ARCH FILE DUST COVER
A5 FILE FOLDER WITHOUT A ZIP
BOX FILES
CARRY FOLDERS
CLIP BOAD FILE FOLDING
CONERTINA FILES
CORRESPONDING FOLDERS
EXPANDING FILEWITHOUT HANDLE

EXPANDING FILE WITH HANDLE
FILE DEVIDER 10 TAPS
FILE DEVIDER 1-31
FILE DEVIDER A-Z
FILE DEVIDER 5 TAPS
FILE DEVIDER JAN - DEC
A4 BANTEX 10 DIVISION
A4 BANTEX 20 DIVISION
FILLING SLEEVES
FLIC FILE 10 PKTS
FLIC FILE 20 PKTS
FLIC FILE 30 PKTS
LETTER OPENER
PENDERFLEX FILES
PRESENTATION FOLDER
SECRETARIAL FOLDER
CREATE A COVER (BANTEX FILE)
SPIKE FILE
SUSPENSION FILE
TIDY FILES
LEATHER FILES
CHEQUE FILE
TRANSPARENCIES
INKJET TRANSPARENCIS FILM
XEROX TRANSPARENCY
FOLEX COPIER FILMS TRANSP
WRITE ON TRANSPARENCIES
PHOTOCOPYING TRANPSARENCIES
HP TRANS. PREMIUM INKJET
EXERCISE BOOKS AND PADS
A4 1QUIRE EXERCISE BOOK
A4 2QUIRE EXERCISE BOOK
A4 3QUIRE EXERCISE BOOK
DESK PADS
EXECUTIVE DESK PADS
EXAMINATION PADS
SHORTHAND NOTEPADS
A5 1QUIRE NOTE BOOK
A5 2QUIRE NOTE BOOK
A6 WIRE NOTE BOOK

A6 POCKET NOTE BOOK
A6 PENCARBON BOOK DUPLICATE
A6 PENCARBON BOOK TRIPLICATE
A5 PENCARBON BOOK DUPLICATE
A5 PENCARBON BOOK TRIPLICATE
A4 PENCARBON BOOK DUPLICATE
A4 PENCARBON BOOK TRIPLICATE
1 QUIRE CASH BOOK
2 QUIRE CASH BOOK
1 QUIRE LEDGER
2 QUIRE LEDGER
1 QUIRE JOURNAL
FLY PAPER PER REAM
FLY PAPER CASH BOOK PER REAM
FLY PAPER LEDGER PER REAM
FLY PAPER JOURNAL PER REAM
A3 DRAWING BOOK
A6 MEMO BOOK HARD COVER 96 PAGES
A6 MEMO BOOK HARD COVER 144 PAGES
GRAPH BOOKS
GRAPH PADS
JOURNAL M21 CLASSIQUE
JOTTER PADS
NAT - STAT WIRO NOTE BOOK
TRACING PAD
CHARTS
A1 WALL CHARTS
A4 CHARTS (POSTER BOARDS 160g)
A4 CHARTS (POSTER BOARDS 240g)
FLIP CHART
REAM OF CLEAR SHEETS
REAM OF FROSTED SHEETS
COPY SAFE POCKTS \ 100 Ref. 2052
COPY SAFE POCKETS \100 Ref. 2059
PHOTOCOPYING PAPER
A4 REAM BOND PAPER 80g WHITE
A4 BOX BOND PAPER 80g WHITE
A4 REAM COLOURED BOND PAPER 80g
A4 BOX COLOURED BOND PAPER 80g
A4 REAM DUPLICATING PAPER 78g

A4 REAM WHITE BOND PAPER 46g
A4 REAM COLOURED BOND PAPER 46g
A3 REAM BOND WHITE 80g (all types)
A3 BOX BOND PAPER 80g
A4 TYPEK REAM BOND PAPER 80g WHITE
A4 TYPEK BOX BOND PAPER 80g WHITE
A4 ZEROX REAM BOND PAPER 80g WHITE
A4 ZEROX BOX BOND PAPER 80g WHITE
A4 NASHUA REAM BOND PAPER 80g WHITE
A4 NASHUA BOX BOND PAPER 80g WHITE
A4 ROTATRIM BOND PAPER 80g WHITE
A4 ROTATRIM BOX BOND PAPER 80g WHITE
A4 TYPEK REAM COLOURED BOND PAPER 80g
A4 TYPEK BOX BOND COLOURED PAPER 80g WHITE
A3 ROTATRIM WHITE PAPER PER REAM
A3 ROTATRIM WHITE PAPER PER BOX OF 5 REAMS
A3 TYPEK WHITE PAPER PER REAM
A3 TYPEK WHITE PAPER PER BOX OF 5 REAMS
A3 NASHUA WHITE PAPER PER REAM
A3 NASHUA WHITE PAPER PER BOX OF REAMS
XEROGRAPHIC BOND WHITE PAPERS PER BOX OF 5REAMS
COMPUTER PAPER
CONSOL PAPER 280X240 1PART
CONSOL PAPER 280X240 2PART
CONSOL PAPER 280X370 1PART
EYELINE COLOURED 280X 370 1PART
COMPUTER PAPER 280X 370 3PART
COMPUTER PAPER WAGE ENV. 2PART
COMPUTER PAPER 305 X 240 1prt.
LETTER TRAYS
PLASTIC LETTER TRAYS
BANTEX PLASTIC LETTER TRAYS
OAK LETTER TRAYS
IMBUYIA LETTER TRAY
TEXO 2DRAWER STORAGE Ref. 9902
TEXO 3DRAWER STORAGE Ref. 9903
TEXO 4DRAWER STORAGE Ref. 9904
TEXO 6DRAWER STORAGE Ref. 9906
LETTER TRAYRISERS

ENVELOPES
C3 (458X324) WHITE PLAIN ENV.
C3 (458X324) BROWN PLAIN ENV.
C4 (329X229) WHITE PLAIN ENV.
C4 (329X229) BROWN PLAIN ENV.
C5 (157X229) WHITE PLAIN ENV.
C5 (157X229) BROWN PLAIN ENV.
110X220 BROWN PLAIN ENVEOPES
110X220 BROWN WINDOW ENV.
110X220 WHITE PLAIN ENV.
110X220 WHITE WINDOW
220X110 BROWN PLAIN
220X110 WHITE PLAIN ENVELOPE
110X220 SELF SEAL ENVELOPES
115X230 WHITE WINDOW
90X152 BROWN ENVELOPES
89X152 WHITE WINDOW
89X152 WHITE PLAIN ENV.
114X162 WINDOW BROWN ENV
114X162 WHITE PLAIN ENV.
114X162 WHITE WINDOW
152X102 PAY PRINTED (wage envs. & plain)
CALCULATORS
POCKET CALCULATORS EL-231L
SHARP CALCULATOR EL-330A
SHARP CALCULATOR EL-331A
DELI 1602 12 DIGIT CALCULATOR
SHARP CALCULATOR EL-387R
SHAPR CALCULATOR EL-735
SCIENTIFIC CALCUALOR EL-531
SHARP CALCULATOR EL-2128R
SHARP DESK CALCULATOR EL-2910R
DESKTOP CALCULATOR 12 DIGIT
DK 221 CALCULATOR
EL 1611 CALCULATOR
SHARP DESK CALCULATOR EL-792C
SHARP COMPET CS - 2194H
SHARP DESK CALCULTOR EL-2607V
SHARP DESK CALCULATOR CS - 2194H

FAX / MACHINE ROLLS
FAX ROLLS 210X30X13
FAX ROLLS 215X30X13
FAX ROLLS 210X30X25
FAX ROLLS 215X30X13
MACHINE ROLLS 70X76
MACHINE ROLLS 57X76
MACHINE ROLLS 57X57
MACHINE ROLLS 44X70
MACHINE ROLLS 44X70
MACHINE ROLLS 37X70
IBICO / SLIDE BINDERS
IBICO BINDER 6MM
IBICO BINDER 8MM
IBICO BINDER 10MM
IBICO BINDER 12MM
IBICO BINDER 14MM
IBICO BINDER 16MM
IBICO BINDER 19MM
IBICO BINDER 22MM
IBICO BINDER 25MM
IBICO BINDER 50MM
SLIDE BINDERS 5MM
SLIDE BINDERS 10MM
SLIDE BINDERS 15MM
BINDING ELEMENTS 28MM
BINDING ELEMENTS 32MM
A3 COMPUTER BINDERS
A4 COMPUTER BINDERS
2 RING BINDER
2 RING BINDER BOARD
2 RING BINDERS PVC
4 RING BINDER NS
THONG BINDER FOR INVOICE SHEETS
THONG BINDER FOR LEDGER SHEETS
A1 TOKAI SHEET
A4 CLEAR SHEET
A4 FROSTED SHEETS
A4 TOKAI SOFTSHEET
A4 METALI TOKAI
SPIRAL BINDERS 6MM

SPIRAL BINDERS 8MM
SPIRAL BINDERS 10MM
SPIRAL BINDERS 12MM
SPIRAL BINDERS 13MM
SPIRAL BINDERS 14MM
SPIRAL BINDERS 16MM
SPIRAL BINDERS 19MM
SPIRAL BINDERS 20MM
SPIRAL BINDERS 22MM
SPIRAL BINDERS 25MM
SPIRAL BINDERS 28MM
SPIRAL BINDERS 32MM
SPIRAL BINDERS 35MM
SPIRAL BINDERS 38MM
SPIRAL BINDERS 44MM
PENCIL / ERASERS
HB PENCILS STEADTLER
CROXLEY
ORDINARY PLASTIC ERASER
STEADLER INSTRUMENTS
NS 84 FASHION MATHS SET
OXFORD INSTRUMENTS SET
WAX CRAYONS
SHORT CRAYONS
LONG CRAYONS
HB REXEL PENCIL
HB TRADITION
BARREL PENCIL
2H STEADLER PENCIL
3H STEADLER PENCIL
CLUTCH PENCIL
FABER CASTEL PENCIL
ANGLO ERASOR
CUXI ERASOR
HI POLMER ERASOR
NS 30 TR 6224 ERASOR
NS 50 TR 30 ERASOR
NS 80 PLASTIC ERASOR
SUNSHINE ERASOR
30CM RULER
50 CM RULER

DESK MOUNTED SHARPNER
HB PENCIL CORPORATE
HB PENCIL LEADS 0.5MM
HB PENCIL LEADS 0.7MM
METAL SHARPNER 1 HOLE
METAL SHARPNER 2 HOLE
PILOT CLUTCH PENCIL 0.7MM
STAEDLER CLUTCH PENCIL 0.5MM
STAEDLER ERASER
CLUTCH PENCILS LEADS
STAEDLER CLUTCH PENCIL 0.5MM
PILOT CLUTCH PENCIL 0.7MM
TECHNICLICK CLUTCH PENCIL 0.7MM
ROTRING CLUTCH PENCIL
PILOT COLOUR PENCILS
HB PENCIL LEADS 0.5MM
HB PENCIL LEADS 0.7MM
RULERS /PENCIL SHAPNERS
30CM RULER
50CM RULER
30CM COULERD RULER
30CM TINTED RULER
1M PLANK RULER
PLASTIC METRE STICK
PLASTIC SHARPNER
METAL SHARPNER - 1 HOLE
METAL SHARPNER 2-HOLE
DESK MOUNTED SHARPNER
305A PENCIL SHAPNER
HEAVY DUTY DESKTOP SHARPNER
PENS /CORRECTION FLUIDS
BIC CLIC BLUE PEN
BIC CLIC BLACK PEN
BIC CLIC RED PEN
BIC CRYSTAL PENS
SUPERB PENTEL PENS
BIC ROLLER MICRO METAL PEN

PENTEL DOCUMENT PENS
PILOT BPS-GP PEN
SUPER GRIP PEN
UNIBALL EYE MICRO PENS
UNIBALL EYE PEN
PILOT V-BALL PEN
BIC DESK PEN
BOTTLE TIPPEX
CORRECTION PEN MULTI PURPOSE
PENTEL CORRECTION PEN
A14 PEN + PENCIL
BEIFA PENS CHEAP
DESK PEN WITH CHAIN
GALAXY PEN
MONTEX PEN
MONALISA PEN
SAILOR LIQUID BALL
SAILOR INOVATION
SCRIBE LOBO PEN
PARKER
PENTEL CORRECTION PEN ZL15-6
ROLLER BALL PARKER
ROLLER BALL REFILL
SUPERB PENTEL PENS
TIPPEX SET
MARKERS / HIGHLIGHTERS
PENTEL WHITE MARKER MEDIUM
OHP SNOWMAN MARKERS (PKT-8)
ARTLINE 70 MARKER
ARTLINE 90 MARKER
ARTLINE 700 MARKER
ARTLINE 750 MARKER
EDDING HIGHLIGHTER
BEFIA MARKER
DELI MARKER
FABRIC MARKER (LAUNDRY)
FLIP CHART MARKER
FLOURESCENT MARKER
MAXIFLO WHITE BOARD MARKER
MAXIFLO PERMANENT MARKER
MONO DRY HIGHLIGHTER

PENFLEX MARKER
PLENFLEX PERMANENT MARKER
OFFICE MATE CHART MARKER
OFFICE MATE HIGHLIGHTER
PENTEL WHITE BOARD MARKER N50
PENTEL PERMANENT MARKER N50
GLUE STICKS
GLUE STICK BANTEX 8g
GLUE STICK POWER 22g
GLUE STICK POWER 35g
GLUE STICK PRITT 10g
GLUE STICK PRITT 20g
GLUE STICK PRITT 40g
GLUE STICK STAEDLER 22g
GLUE STICK STAEDLER 35g
CLEAR ADHESIVE GLUE
OFFICE PASTE GLUE 100ml
PENGUIN OFFICE PASTE 250ml
WOOD GLUE 120ml
POWDER PASTE GLUE 100g
PRESTIK 100g
BOSTIC 25g
BOSTIC 100g
STAMP PADS / INK
STAMP PAD INK 30ml
ARTLINE MARKING INK
STAMP PAD INK 750ml
GESTETNER DUPLICATING INK
ROTRING INK
STAMP PAD MEDIUM
STAMP PAD SMALL
STAMP PAD INK BLUE
STAMP PAD INK RED
STAMP PAD INK VIOLET
PUNCHERS
GENMES PUNCHER 9730
BANTEX PUNCHER SMALL
BANTEX PUNCHER MEDIUM 9306
UNO 1-HOLE PUNCHER

UNO HEAVY DUTY PUNCHER
GENMES 96R8 PUNCHER
865 PUNCHER
P 817 PUNCHER
H40 PUNCHER
9670 PUNCHER
9717 EYELET PUNCHER
STAPLERS / STAPLES
BANTEX 9343 STAPLER
GENMES HEAVY DUTY STAPLER 50SF
GENMES STAPLER REF.5227
GENMES STAPLERS SMALL
GENMES STAPLERS MEDIUM (5030)
GENMES LONG REACH STAPLER
REXEL TROJAN STAPLER
REXEL GIANT STAPLER
GENMES STAPLES No. 26\6
RAPID STAPLES No. 26\6
REXEL STAPLES No. 56
REXEL STAPLES No. 66\11
REXEL STAPLES No. 66\8
REXEL STAPLES No. 66\14
REXEL STAPLES No. 1000xNo. 101\6
RAPID STAPLES No. 9\17
RAPID STAPLES No. 9\20
RAPID STAPLES No. 9\8
RAPID STAPLES No. 9\21
STAPLE REMOVER
OPTIMA STAPLER
BANTEX 9342 STAPLER
METAL FULL STRIP STAPPLER
50 EL DELUX HEAVY DUTYSTAPLER
MINI STABLE GUN
STAPLER M600
STAPLER HS3000
STAPLER HS 2000
PAPER CLIPS DRAWING PINS
PAPER CLIPS 20MM
PAPER CLIPS 33MM
PAPER CLIPS 50MM

PAPER CLIPS GIANT
COATED PAPER CLIPS SMALL
OFFICE PINS
FISCO DRAWING PINS
GENMES DRAWING PINS
BULLDOG CLIP 50MM
BULLDOG CLIP 60MM
PAPER CLIPS COLOURED
PAPER CLIPS WAVY
DRAWING PINS 120/3
DRAWING PINS 120/4
COLOURED DRAWING PINS
DRAWING PINS - NS
NOTE PADS
POST IT PADS 76X76
POST IT PADS 76X102
POST IT PADS 75X130
SIGN HERE POST IT PADS
FAX NOTES PADS
PETTY CASH VOUCHERS
TELEPHONE MESSAGE PAD
SELLOTAPES / DISPENSER
SELLOTAPE 12X66
SELLOTAPE 18X50
SELLOTAPE 24X66
SELLOTAPES 48X50 (clear packaging)
SELLO TAPE 48X50 (buff packaging)
MASKING TAPE 24X40
MASKING TAPE 48X40
MASKING TAPE 24X50
MASKING TAPE 48X50
GUM TAPES
BOOK BINDING TAPES
SELLO TAPES DISPENSER
BOARDS / CHALKS
600X900 PINBOARD
1000 X 1000 PINBOARD
600X900 WHITE BOARD
FLIP CHART STAND

BLACK BOARD DUSTER
WHITE BORD DUSTER
APEX WHITE CHALK
DUST FREE WHITE CHALK
COLOURED CHALK
USB`s
USB 32GB
USB 64GB
USB 120GB
TREASURY TAGS
26MM
38MM
76MM
89MM
102MM
127MM
152MM
KEY TAGS
NAME TAGS
HOLDERS / REFILLS
SCRAP PAPER HOLDER
SCRAP PAPER REFILL WHITE
METAL SPIKE
DESK TIDY TUBAL
ROUND UP DESK TIDY
PLASTIC SPIKE HOLDER
ADDING MACHINE ROLLS
37mm x 70mm
44mm x 70mm
57mm x 57mm
ADHESIVE LABELS
8mm x 12mm
13mm x 19mm
16mm x 22mm
75mm x 38mm
100mm x 50mm
LABELS C13

LABELS C19
LEVER ARCH FILE LABELS
STAR LABELS SILVER
LABEL DAMPER
BLACK BOARD ACCESSORIES
DUSTER
COMPASS
PROTECTOR
T-SQUARE
SOFT WHITE CHALK
COLOURED CHALK
SCISSORS
PAIR OF SCISSORS
NS 912 SCISSOR
NS 916 SCISSOR
NS 918 SCISSOR
NS 923 SCISSOR
NS 929 SCISSOR
DATE STAMP
SQUARE DATE STAMP
ROUND DATE STAMP
ALLOCATED DATE STAMP SELF INK
RECTANGULAR DATE STAMP
RUBBER BANDS
RUBBER BAND NO.12
RUBBER BAND NO.16
RUBBER BAND NO.32
RUBBER BAND NO.128
RUBBER BAND COLOURED
DUST BINS
DUST BIN 10L
DUST BIN 20L
BANTEX 10/ DUST BIN
BANTEX 20/ DUST BIN
ANALYSIS BOOKS
JD 131 MONTHLY TIME BOOK

JD 132 MONTHLY TIME BOOK
JD 166 ANALYSIS BOOK
JD 168 JOURNAL
JD 215 MARK BOOK
JD 6012 ANALYSIS BOOK
JD 7014 ANALYSIS BOOK
JD 70141 ANALYSIS BOOK
JD 7019 ANALYSIS BOOK
JD 7021 ANALYSIS BOOK
JD 80141 ANALYSIS BOOK
JD 8024 ANALYSIS BOOK
JD 8032 ANALYSIS BOOK
JD 9040 ANALYSIS BOOK
JD 924 ANALYSIS BOOK
SIGNATURE BLOTTER
VOTE BOOK COVER
STOCK BOOK
JD 418 VISITOR" BOOK
A's
ATTENDANCE REGISTER HARD COVER
ATTENDANCE REGISTER SOFT COVER

Signed:	…………………*{signature of person whose name and capacity are shown below}*
Name:	....…….………………………..*{insert complete name of person signing the application}*
In the capacity of	…………………………..….*{insert legal capacity of person signing the application}*
Duly authorized to sign	for and on behalf of ……………….. *{insert complete name of Applicant/Joint Venture*
Date:	……….…… day of ………………..……………..……, 20…..... *{insert date of signing}*

TOTAL ANTICIPATED SCHEDULE OF REQUIREMENTS

REQUEST FOR TENDER FOR THE SUPPLY OF *GROCERIES*.

The tender will be evaluated on a line by line basis.

Partial Offers will be accepted.

FILES	Anticipated Quantities	Required Period	Anticipated Delivery Location
LEVER ARCH FILES A4	1	90 Days after issue of order	Procuring Entity
PVC LEVER ARCH FILES (Bantex 1450)	1	90 Days after issue of order	Procuring Entity
A5 LEVER ARCH FILES	1	90 Days after issue of order	Procuring Entity
A5 PVC FILES	1	90 Days after issue of order	Procuring Entity
A4 CHEQUE FILES	1	90 Days after issue of order	Procuring Entity
2RING BINDERS CREATE A COVER	1	90 Days after issue of order	Procuring Entity
BANTEX HANGING FILES	1	90 Days after issue of order	Procuring Entity
ACCESSIBLE FILES	1	90 Days after issue of order	Procuring Entity
DOCUMENT FILE B3420	1	90 Days after issue of order	Procuring Entity
TRANSPARENT REPORT COVERS 2255	1	90 Days after issue of order	Procuring Entity
REPORT COVERS 2252 (per 5)	1	90 Days after issue of order	Procuring Entity
MESONITE CLIP BOARDS	1	90 Days after issue of order	Procuring Entity
PVC CLIP BOARDS (Bantex)	1	90 Days after issue of order	Procuring Entity
FILE FOLDERS	1	90 Days after issue of order	Procuring Entity
QUOTATION FOLDERS B3200	1	90 Days after issue of order	Procuring Entity
REXEL CARRY FOLDES	1	90 Days after issue of order	Procuring Entity
BANTEX CARRY FOLDERS	1	90 Days after issue of order	Procuring Entity
FILE FASTNERS	1	90 Days after issue of order	Procuring Entity
PVC SPRING CLIP BOX FILE	1	90 Days after issue of order	Procuring Entity
DUST COVERS	1	90 Days after issue of order	Procuring Entity
STORAGE BOXES	1	90 Days after issue of order	Procuring Entity
STORE-AWAY FILES	1	90 Days after issue of order	Procuring Entity
MAGAZINE FILE RIGID	1	90 Days after issue of order	Procuring Entity

MAGAZINE FILE COLLAPSABLE	1	90 Days after issue of order	Procuring Entity
A4 FILE FOLDER (DESK PAD INSIDE)	1	90 Days after issue of order	Procuring Entity
A4 FILE FOLDER WITH ZIP	1	90 Days after issue of order	Procuring Entity
A4 FILE FOLER WITHOUT A ZIP	1	90 Days after issue of order	Procuring Entity
A4 MINI LEVER ARCH FILE	1	90 Days after issue of order	Procuring Entity
A4 MINI LEVER ARCH FILE DUST COVER	1	90 Days after issue of order	Procuring Entity
A5 FILE FOLDER WITHOUT A ZIP	1	90 Days after issue of order	Procuring Entity
BOX FILES	1	90 Days after issue of order	Procuring Entity
CARRY FOLDERS	1	90 Days after issue of order	Procuring Entity
CLIP BOAD FILE FOLDING	1	90 Days after issue of order	Procuring Entity
CONERTINA FILES	1	90 Days after issue of order	Procuring Entity
CORRESPONDING FOLDERS	1	90 Days after issue of order	Procuring Entity
EXPANDING FILEWITHOUT HANDLE	1	90 Days after issue of order	Procuring Entity
EXPANDING FILE WITH HANDLE	1	90 Days after issue of order	Procuring Entity
FILE DEVIDER 10 TAPS	1	90 Days after issue of order	Procuring Entity
FILE DEVIDER 1-31	1	90 Days after issue of order	Procuring Entity
FILE DEVIDER A-Z	1	90 Days after issue of order	Procuring Entity
FILE DEVIDER 5 TAPS	1	90 Days after issue of order	Procuring Entity
FILE DEVIDER JAN - DEC	1	90 Days after issue of order	Procuring Entity
A4 BANTEX 10 DIVISION	1	90 Days after issue of order	Procuring Entity
A4 BANTEX 20 DIVISION	1	90 Days after issue of order	Procuring Entity
FILLING SLEEVES	1	90 Days after issue of order	Procuring Entity
FLIC FILE 10 PKTS	1	90 Days after issue of order	Procuring Entity
FLIC FILE 20 PKTS	1	90 Days after issue of order	Procuring Entity
FLIC FILE 30 PKTS	1	90 Days after issue of order	Procuring Entity
LETTER OPENER	1	90 Days after issue of order	Procuring Entity
PENDERFLEX FILES	1	90 Days after issue of order	Procuring Entity
PRESENTATION FOLDER	1	90 Days after issue of order	Procuring Entity
SECRETARIAL FOLDER	1	90 Days after issue of order	Procuring Entity
CREATE A COVER (BANTEX FILE)	1	90 Days after issue of order	Procuring Entity

SPIKE FILE	1	90 Days after issue of order	Procuring Entity
SUSPENSION FILE	1	90 Days after issue of order	Procuring Entity
TIDY FILES	1	90 Days after issue of order	Procuring Entity
LEATHER FILES	1	90 Days after issue of order	Procuring Entity
CHEQUE FILE	1	90 Days after issue of order	Procuring Entity
TRANSPARENCIES			
INKJET TRANSPARENCIS FILM	1	90 Days after issue of order	Procuring Entity
XEROX TRANSPARENCY	1	90 Days after issue of order	Procuring Entity
FOLEX COPIER FILMS TRANSP	1	90 Days after issue of order	Procuring Entity
WRITE ON TRANSPARENCIES	1	90 Days after issue of order	Procuring Entity
PHOTOCOPYING TRANPSARENCIES	1	90 Days after issue of order	Procuring Entity
HP TRANS. PREMIUM INKJET	1	90 Days after issue of order	Procuring Entity
EXERCISE BOOKS AND PADS			
A4 1QUIRE EXERCISE BOOK	1	90 Days after issue of order	Procuring Entity
A4 2QUIRE EXERCISE BOOK	1	90 Days after issue of order	Procuring Entity
A4 3QUIRE EXERCISE BOOK	1	90 Days after issue of order	Procuring Entity
DESK PADS	1	90 Days after issue of order	Procuring Entity
EXECUTIVE DESK PADS	1	90 Days after issue of order	Procuring Entity
EXAMINATION PADS	1	90 Days after issue of order	Procuring Entity
SHORTHAND NOTEPADS	1	90 Days after issue of order	Procuring Entity
A5 1QUIRE NOTE BOOK	1	90 Days after issue of order	Procuring Entity
A5 2QUIRE NOTE BOOK	1	90 Days after issue of order	Procuring Entity
A6 WIRE NOTE BOOK	1	90 Days after issue of order	Procuring Entity
A6 POCKET NOTE BOOK	1	90 Days after issue of order	Procuring Entity
A6 PENCARBON BOOK DUPLICATE	1	90 Days after issue of order	Procuring Entity
A6 PENCARBON BOOK TRIPLICATE	1	90 Days after issue of order	Procuring Entity
A5 PENCARBON BOOK DUPLICATE	1	90 Days after issue of order	Procuring Entity
A5 PENCARBON BOOK TRIPLICATE	1	90 Days after issue of order	Procuring Entity
A4 PENCARBON BOOK DUPLICATE	1	90 Days after issue of order	Procuring Entity
A4 PENCARBON BOOK TRIPLICATE	1	90 Days after issue of order	Procuring Entity

1 QUIRE CASH BOOK	1	90 Days after issue of order	Procuring Entity
2 QUIRE CASH BOOK	1	90 Days after issue of order	Procuring Entity
1 QUIRE LEDGER	1	90 Days after issue of order	Procuring Entity
2 QUIRE LEDGER	1	90 Days after issue of order	Procuring Entity
1 QUIRE JOURNAL	1	90 Days after issue of order	Procuring Entity
FLY PAPER PER REAM	1	90 Days after issue of order	Procuring Entity
FLY PAPER CASH BOOK PER REAM	1	90 Days after issue of order	Procuring Entity
FLY PAPER LEDGER PER REAM	1	90 Days after issue of order	Procuring Entity
FLY PAPER JOURNAL PER REAM	1	90 Days after issue of order	Procuring Entity
A3 DRAWING BOOK	1	90 Days after issue of order	Procuring Entity
A6 MEMO BOOK HARD COVER 96 PAGES	1	90 Days after issue of order	Procuring Entity
A6 MEMO BOOK HARD COVER 144 PAGES	1	90 Days after issue of order	Procuring Entity
GRAPH BOOKS	1	90 Days after issue of order	Procuring Entity
GRAPH PADS	1	90 Days after issue of order	Procuring Entity
JOURNAL M21 CLASSIQUE	1	90 Days after issue of order	Procuring Entity
JOTTER PADS	1	90 Days after issue of order	Procuring Entity
NAT - STAT WIRO NOTE BOOK	1	90 Days after issue of order	Procuring Entity
TRACING PAD	1	90 Days after issue of order	Procuring Entity
CHARTS			
A1 WALL CHARTS	1	90 Days after issue of order	Procuring Entity
A4 CHARTS (POSTER BOARDS 160g)	1	90 Days after issue of order	Procuring Entity
A4 CHARTS (POSTER BOARDS 240g)	1	90 Days after issue of order	Procuring Entity
FLIP CHART	1	90 Days after issue of order	Procuring Entity
REAM OF CLEAR SHEETS	1	90 Days after issue of order	Procuring Entity
REAM OF FROSTED SHEETS	1	90 Days after issue of order	Procuring Entity
COPY SAFE POCKTS \ 100 Ref. 2052	1	90 Days after issue of order	Procuring Entity
COPY SAFE POCKETS \100 Ref. 2059	1	90 Days after issue of order	Procuring Entity
PHOTOCOPYING PAPER			
A4 REAM BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity
A4 BOX BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity

A4 REAM COLOURED BOND PAPER 80g / m^2	1	90 Days after issue of order	Procuring Entity
A4 BOX COLOURED BOND PAPER 80g / m^2	1	90 Days after issue of order	Procuring Entity
A4 REAM DUPLICATING PAPER 78g / m^2	1	90 Days after issue of order	Procuring Entity
A4 REAM WHITE BOND PAPER 46g / m^2	1	90 Days after issue of order	Procuring Entity
A4 REAM COLOURED BOND PAPER 46g / m^2	1	90 Days after issue of order	Procuring Entity
A3 REAM BOND WHITE 80g / m^2 (all types)	1	90 Days after issue of order	Procuring Entity
A3 BOX BOND PAPER 80g / m^2	1	90 Days after issue of order	Procuring Entity
A4 TYPEK REAM BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity
A4 TYPEK BOX BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity
A4 ZEROX REAM BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity
A4 ZEROX BOX BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity
A4 NASHUA REAM BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity
A4 NASHUA BOX BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity
A4 ROTATRIM BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity
A4 ROTATRIM BOX BOND PAPER 80g / m^2 WHITE	1	90 Days after issue of order	Procuring Entity
A4 TYPEK REAM COLOURED BOND PAPER 80g / m^2	1	90 Days after issue of order	Procuring Entity
A4 TYPEK BOX BOND COLOURED PAPER 80g / m^2	1	90 Days after issue of order	Procuring Entity
A3 ROTATRIM WHITE PAPER PER REAM	1	90 Days after issue of order	Procuring Entity
A3 ROTATRIM WHITE PAPER PER BOX OF 5 REAMS	1	90 Days after issue of order	Procuring Entity
A3 TYPEK WHITE PAPER PER REAM	1	90 Days after issue of order	Procuring Entity
A3 TYPEK WHITE PAPER PER BOX OF 5 REAMS	1	90 Days after issue of order	Procuring Entity
A3 NASHUA WHITE PAPER PER REAM	1	90 Days after issue of order	Procuring Entity
A3 NASHUA WHITE PAPER PER BOX OF REAMS	1	90 Days after issue of order	Procuring Entity
XEROGRAPHIC BOND WHITE PAPERS PER BOX OF 5REAMS	1	90 Days after issue of order	Procuring Entity
COMPUTER PAPER			
CONSOL PAPER 280X240 1PART	1	90 Days after issue of order	Procuring Entity
CONSOL PAPER 280X240 2PART	1	90 Days after issue of order	Procuring Entity
CONSOL PAPER 280X370 1PART	1	90 Days after issue of order	Procuring Entity
EYELINE COLOURED 280X 370 1PART	1	90 Days after issue of order	Procuring Entity
COMPUTER PAPER 280X 370 3PART	1	90 Days after issue of order	Procuring Entity

COMPUTER PAPER WAGE ENV. 2PART	1	90 Days after issue of order	Procuring Entity
COMPUTER PAPER 305 X 240 1prt.	1	90 Days after issue of order	Procuring Entity
LETTER TRAYS			
PLASTIC LETTER TRAYS	1	90 Days after issue of order	Procuring Entity
BANTEX PLASTIC LETTER TRAYS	1	90 Days after issue of order	Procuring Entity
OAK LETTER TRAYS	1	90 Days after issue of order	Procuring Entity
IMBUYIA LETTER TRAY	1	90 Days after issue of order	Procuring Entity
TEXO 2DRAWER STORAGE Ref. 9902	1	90 Days after issue of order	Procuring Entity
TEXO 3DRAWER STORAGE Ref. 9903	1	90 Days after issue of order	Procuring Entity
TEXO 4DRAWER STORAGE Ref. 9904	1	90 Days after issue of order	Procuring Entity
TEXO 6DRAWER STORAGE Ref. 9906	1	90 Days after issue of order	Procuring Entity
LETTER TRAYRISERS	1	90 Days after issue of order	Procuring Entity
ENVELOPES			
C3 (458X324) WHITE PLAIN ENV.	1	90 Days after issue of order	Procuring Entity
C3 (458X324) BROWN PLAIN ENV.	1	90 Days after issue of order	Procuring Entity
C4 (329X229) WHITE PLAIN ENV.	1	90 Days after issue of order	Procuring Entity
C4 (329X229) BROWN PLAIN ENV.	1	90 Days after issue of order	Procuring Entity
C5 (157X229) WHITE PLAIN ENV.	1	90 Days after issue of order	Procuring Entity
C5 (157X229) BROWN PLAIN ENV.	1	90 Days after issue of order	Procuring Entity
110X220 BROWN PLAIN ENVEOPES	1	90 Days after issue of order	Procuring Entity
110X220 BROWN WINDOW ENV.	1	90 Days after issue of order	Procuring Entity
110X220 WHITE PLAIN ENV.	1	90 Days after issue of order	Procuring Entity
110X220 WHITE WINDOW	1	90 Days after issue of order	Procuring Entity
220X110 BROWN PLAIN	1	90 Days after issue of order	Procuring Entity
220X110 WHITE PLAIN ENVELOPE	1	90 Days after issue of order	Procuring Entity
110X220 SELF SEAL ENVELOPES	1	90 Days after issue of order	Procuring Entity
115X230 WHITE WINDOW	1	90 Days after issue of order	Procuring Entity
90X152 BROWN ENVELOPES	1	90 Days after issue of order	Procuring Entity
89X152 WHITE WINDOW	1	90 Days after issue of order	Procuring Entity
89X152 WHITE PLAIN ENV.	1	90 Days after issue of order	Procuring Entity

114X162 WINDOW BROWN ENV	1	90 Days after issue of order	Procuring Entity
114X162 WHITE PLAIN ENV.	1	90 Days after issue of order	Procuring Entity
114X162 WHITE WINDOW	1	90 Days after issue of order	Procuring Entity
152X102 PAY PRINTED (wage envs. & plain)	1	90 Days after issue of order	Procuring Entity
CALCULATORS			
POCKET CALCULATORS EL-231L	1	90 Days after issue of order	Procuring Entity
SHARP CALCULATOR EL-330A	1	90 Days after issue of order	Procuring Entity
SHARP CALCULATOR EL-331A	1	90 Days after issue of order	Procuring Entity
DELI 1602 12 DIGIT CALCULATOR	1	90 Days after issue of order	Procuring Entity
SHARP CALCULATOR EL-387R	1	90 Days after issue of order	Procuring Entity
SHAPR CALCULATOR EL-735	1	90 Days after issue of order	Procuring Entity
SCIENTIFIC CALCULATOR EL-531	1	90 Days after issue of order	Procuring Entity
SHARP CALCULATOR EL-2128R	1	90 Days after issue of order	Procuring Entity
SHARP DESK CALCULATOR EL-2910R	1	90 Days after issue of order	Procuring Entity
DESKTOP CALCULATOR 12 DIGIT	1	90 Days after issue of order	Procuring Entity
DK 221 CALCULATOR	1	90 Days after issue of order	Procuring Entity
EL 1611 CALCULATOR	1	90 Days after issue of order	Procuring Entity
SHARP DESK CALCULATOR EL-792C	1	90 Days after issue of order	Procuring Entity
SHARP COMPET CS - 2194H	1	90 Days after issue of order	Procuring Entity
SHARP DESK CALCULTOR EL-2607V	1	90 Days after issue of order	Procuring Entity
SHARP DESK CALCULATOR CS - 2194H	1	90 Days after issue of order	Procuring Entity
FAX / MACHINE ROLLS			
FAX ROLLS 210X30X13	1	90 Days after issue of order	Procuring Entity
FAX ROLLS 215X30X13	1	90 Days after issue of order	Procuring Entity
FAX ROLLS 210X30X25	1	90 Days after issue of order	Procuring Entity
FAX ROLLS 215X30X13	1	90 Days after issue of order	Procuring Entity
MACHINE ROLLS 70X76	1	90 Days after issue of order	Procuring Entity
MACHINE ROLLS 57X76	1	90 Days after issue of order	Procuring Entity
MACHINE ROLLS 57X57	1	90 Days after issue of order	Procuring Entity

MACHINE ROLLS 44X70	1	90 Days after issue of order	Procuring Entity
MACHINE ROLLS 44X70	1	90 Days after issue of order	Procuring Entity
MACHINE ROLLS 37X70	1	90 Days after issue of order	Procuring Entity
IBICO / SLIDE BINDERS			
IBICO BINDER 6MM	1	90 Days after issue of order	Procuring Entity
IBICO BINDER 8MM	1	90 Days after issue of order	Procuring Entity
IBICO BINDER 10MM	1	90 Days after issue of order	Procuring Entity
IBICO BINDER 12MM	1	90 Days after issue of order	Procuring Entity
IBICO BINDER 14MM	1	90 Days after issue of order	Procuring Entity
IBICO BINDER 16MM	1	90 Days after issue of order	Procuring Entity
IBICO BINDER 19MM	1	90 Days after issue of order	Procuring Entity
IBICO BINDER 22MM	1	90 Days after issue of order	Procuring Entity
IBICO BINDER 25MM	1	90 Days after issue of order	Procuring Entity
IBICO BINDER 50MM	1	90 Days after issue of order	Procuring Entity
SLIDE BINDERS 5MM	1	90 Days after issue of order	Procuring Entity
SLIDE BINDERS 10MM	1	90 Days after issue of order	Procuring Entity
SLIDE BINDERS 15MM	1	90 Days after issue of order	Procuring Entity
BINDING ELEMENTS 28MM	1	90 Days after issue of order	Procuring Entity
BINDING ELEMENTS 32MM	1	90 Days after issue of order	Procuring Entity
A3 COMPUTER BINDERS	1	90 Days after issue of order	Procuring Entity
A4 COMPUTER BINDERS	1	90 Days after issue of order	Procuring Entity
2 RING BINDER	1	90 Days after issue of order	Procuring Entity
2 RING BINDER BOARD	1	90 Days after issue of order	Procuring Entity
2 RING BINDERS PVC	1	90 Days after issue of order	Procuring Entity
4 RING BINDER NS	1	90 Days after issue of order	Procuring Entity
THONG BINDER FOR INVOICE SHEETS	1	90 Days after issue of order	Procuring Entity
THONG BINDER FOR LEDGER SHEETS	1	90 Days after issue of order	Procuring Entity
A1 TOKAI SHEET	1	90 Days after issue of order	Procuring Entity
A4 CLEAR SHEET	1	90 Days after issue of order	Procuring Entity
A4 FROSTED SHEETS	1	90 Days after issue of order	Procuring Entity

A4 TOKAI SOFTSHEET	1	90 Days after issue of order	Procuring Entity
A4 METALI TOKAI	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 6MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 8MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 10MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 12MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 13MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 14MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 16MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 19MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 20MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 22MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 25MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 28MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 32MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 35MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 38MM	1	90 Days after issue of order	Procuring Entity
SPIRAL BINDERS 44MM	1	90 Days after issue of order	Procuring Entity
PENCIL / ERASERS			
HB PENCILS STEADTLER	1	90 Days after issue of order	Procuring Entity
CROXLEY	1	90 Days after issue of order	Procuring Entity
ORDINARY PLASTIC ERASER	1	90 Days after issue of order	Procuring Entity
STEADLER INSTRUMENTS	1	90 Days after issue of order	Procuring Entity
NS 84 FASHION MATHS SET	1	90 Days after issue of order	Procuring Entity
OXFORD INSTRUMENTS SET	1	90 Days after issue of order	Procuring Entity
WAX CRAYONS	1	90 Days after issue of order	Procuring Entity
SHORT CRAYONS	1	90 Days after issue of order	Procuring Entity
LONG CRAYONS	1	90 Days after issue of order	Procuring Entity
HB REXEL PENCIL	1	90 Days after issue of order	Procuring Entity
HB TRADITION	1	90 Days after issue of order	Procuring Entity

BARREL PENCIL	1	90 Days after issue of order	Procuring Entity
2H STEADLER PENCIL	1	90 Days after issue of order	Procuring Entity
3H STEADLER PENCIL	1	90 Days after issue of order	Procuring Entity
CLUTCH PENCIL	1	90 Days after issue of order	Procuring Entity
FABER CASTEL PENCIL	1	90 Days after issue of order	Procuring Entity
ANGLO ERASOR	1	90 Days after issue of order	Procuring Entity
CUXI ERASOR	1	90 Days after issue of order	Procuring Entity
HI POLMER ERASOR	1	90 Days after issue of order	Procuring Entity
NS 30 TR 6224 ERASOR	1	90 Days after issue of order	Procuring Entity
NS 50 TR 30 ERASOR	1	90 Days after issue of order	Procuring Entity
NS 80 PLASTIC ERASOR	1	90 Days after issue of order	Procuring Entity
SUNSHINE ERASOR	1	90 Days after issue of order	Procuring Entity
30CM RULER	1	90 Days after issue of order	Procuring Entity
50 CM RULER	1	90 Days after issue of order	Procuring Entity
DESK MOUNTED SHARPNER	1	90 Days after issue of order	Procuring Entity
HB PENCIL CORPORATE	1	90 Days after issue of order	Procuring Entity
HB PENCIL LEADS 0.5MM	1	90 Days after issue of order	Procuring Entity
HB PENCIL LEADS 0.7MM	1	90 Days after issue of order	Procuring Entity
METAL SHARPNER 1 HOLE	1	90 Days after issue of order	Procuring Entity
METAL SHARPNER 2 HOLE	1	90 Days after issue of order	Procuring Entity
PILOT CLUTCH PENCIL 0.7MM	1	90 Days after issue of order	Procuring Entity
STAEDLER CLUTCH PENCIL 0.5MM	1	90 Days after issue of order	Procuring Entity
STAEDLER ERASER	1	90 Days after issue of order	Procuring Entity
CLUTCH PENCILS LEADS			
STAEDLER CLUTCH PENCIL 0.5MM	1	90 Days after issue of order	Procuring Entity
PILOT CLUTCH PENCIL 0.7MM	1	90 Days after issue of order	Procuring Entity
TECHNICLICK CLUTCH PENCIL 0.7MM	1	90 Days after issue of order	Procuring Entity
ROTRING CLUTCH PENCIL	1	90 Days after issue of order	Procuring Entity
PILOT COLOUR PENCILS	1	90 Days after issue of order	Procuring Entity

HB PENCIL LEADS 0.5MM	1	90 Days after issue of order	Procuring Entity
HB PENCIL LEADS 0.7MM	1	90 Days after issue of order	Procuring Entity
RULERS /PENCIL SHAPNERS			
30CM RULER	1	90 Days after issue of order	Procuring Entity
50CM RULER	1	90 Days after issue of order	Procuring Entity
30CM COULERD RULER	1	90 Days after issue of order	Procuring Entity
30CM TINTED RULER	1	90 Days after issue of order	Procuring Entity
1M PLANK RULER	1	90 Days after issue of order	Procuring Entity
PLASTIC METRE STICK	1	90 Days after issue of order	Procuring Entity
PLASTIC SHARPNER	1	90 Days after issue of order	Procuring Entity
METAL SHARPNER - 1 HOLE	1	90 Days after issue of order	Procuring Entity
METAL SHARPNER 2-HOLE	1	90 Days after issue of order	Procuring Entity
DESK MOUNTED SHARPNER	1	90 Days after issue of order	Procuring Entity
305A PENCIL SHAPNER	1	90 Days after issue of order	Procuring Entity
HEAVY DUTY DESKTOP SHARPNER	1	90 Days after issue of order	Procuring Entity
PENS /CORRECTION FLUIDS			
BIC CLIC BLUE PEN	1	90 Days after issue of order	Procuring Entity
BIC CLIC BLACK PEN	1	90 Days after issue of order	Procuring Entity
BIC CLIC RED PEN	1	90 Days after issue of order	Procuring Entity
BIC CRYSTAL PENS	1	90 Days after issue of order	Procuring Entity
SUPERB PENTEL PENS	1	90 Days after issue of order	Procuring Entity
BIC ROLLER MICRO METAL PEN	1	90 Days after issue of order	Procuring Entity
PENTEL DOCUMENT PENS	1	90 Days after issue of order	Procuring Entity
PILOT BPS-GP PEN	1	90 Days after issue of order	Procuring Entity
SUPER GRIP PEN	1	90 Days after issue of order	Procuring Entity
UNIBALL EYE MICRO PENS	1	90 Days after issue of order	Procuring Entity
UNIBALL EYE PEN	1	90 Days after issue of order	Procuring Entity
PILOT V-BALL PEN	1	90 Days after issue of order	Procuring Entity
BIC DESK PEN	1	90 Days after issue of order	Procuring Entity
BOTTLE TIPPEX	1	90 Days after issue of order	Procuring Entity

CORRECTION PEN MULTI PURPOSE	1	90 Days after issue of order	Procuring Entity
PENTEL CORRECTION PEN	1	90 Days after issue of order	Procuring Entity
A14 PEN + PENCIL	1	90 Days after issue of order	Procuring Entity
BEIFA PENS CHEAP	1	90 Days after issue of order	Procuring Entity
DESK PEN WITH CHAIN	1	90 Days after issue of order	Procuring Entity
GALAXY PEN	1	90 Days after issue of order	Procuring Entity
MONTEX PEN	1	90 Days after issue of order	Procuring Entity
MONALISA PEN	1	90 Days after issue of order	Procuring Entity
SAILOR LIQUID BALL	1	90 Days after issue of order	Procuring Entity
SAILOR INOVATION	1	90 Days after issue of order	Procuring Entity
SCRIBE LOBO PEN	1	90 Days after issue of order	Procuring Entity
PARKER	1	90 Days after issue of order	Procuring Entity
PENTEL CORRECTION PEN ZL15-6	1	90 Days after issue of order	Procuring Entity
ROLLER BALL PARKER	1	90 Days after issue of order	Procuring Entity
ROLLER BALL REFILL	1	90 Days after issue of order	Procuring Entity
SUPERB PENTEL PENS	1	90 Days after issue of order	Procuring Entity
TIPPEX SET	1	90 Days after issue of order	Procuring Entity
MARKERS / HIGHLIGHTERS			
PENTEL WHITE MARKER MEDIUM	1	90 Days after issue of order	Procuring Entity
OHP SNOWMAN MARKERS (PKT-8)	1	90 Days after issue of order	Procuring Entity
ARTLINE 70 MARKER	1	90 Days after issue of order	Procuring Entity
ARTLINE 90 MARKER	1	90 Days after issue of order	Procuring Entity
ARTLINE 700 MARKER	1	90 Days after issue of order	Procuring Entity
ARTLINE 750 MARKER	1	90 Days after issue of order	Procuring Entity
EDDING HIGHLIGHTER	1	90 Days after issue of order	Procuring Entity
BEFIA MARKER	1	90 Days after issue of order	Procuring Entity
DELI MARKER	1	90 Days after issue of order	Procuring Entity
FABRIC MARKER (LAUNDRY)	1	90 Days after issue of order	Procuring Entity
FLIP CHART MARKER	1	90 Days after issue of order	Procuring Entity
FLOURESCENT MARKER	1	90 Days after issue of order	Procuring Entity

MAXIFLO WHITE BOARD MARKER	1	90 Days after issue of order	Procuring Entity
MAXIFLO PERMANENT MARKER	1	90 Days after issue of order	Procuring Entity
MONO DRY HIGHLIGHTER	1	90 Days after issue of order	Procuring Entity
PENFLEX MARKER	1	90 Days after issue of order	Procuring Entity
PLENFLEX PERMANENT MARKER	1	90 Days after issue of order	Procuring Entity
OFFICE MATE CHART MARKER	1	90 Days after issue of order	Procuring Entity
OFFICE MATE HIGHLIGHTER	1	90 Days after issue of order	Procuring Entity
PENTEL WHITE BOARD MARKER N50	1	90 Days after issue of order	Procuring Entity
PENTEL PERMANENT MARKER N50	1	90 Days after issue of order	Procuring Entity
GLUE STICKS			
GLUE STICK BANTEX 8g	1	90 Days after issue of order	Procuring Entity
GLUE STICK POWER 22g	1	90 Days after issue of order	Procuring Entity
GLUE STICK POWER 35g	1	90 Days after issue of order	Procuring Entity
GLUE STICK PRITT 10g	1	90 Days after issue of order	Procuring Entity
GLUE STICK PRITT 20g	1	90 Days after issue of order	Procuring Entity
GLUE STICK PRITT 40g	1	90 Days after issue of order	Procuring Entity
GLUE STICK STAEDLER 22g	1	90 Days after issue of order	Procuring Entity
GLUE STICK STAEDLER 35g	1	90 Days after issue of order	Procuring Entity
CLEAR ADHESIVE GLUE	1	90 Days after issue of order	Procuring Entity
OFFICE PASTE GLUE 100ml	1	90 Days after issue of order	Procuring Entity
PENGUIN OFFICE PASTE 250ml	1	90 Days after issue of order	Procuring Entity
WOOD GLUE 120ml	1	90 Days after issue of order	Procuring Entity
POWDER PASTE GLUE 100g	1	90 Days after issue of order	Procuring Entity
PRESTIK 100g	1	90 Days after issue of order	Procuring Entity
BOSTIC 25g	1	90 Days after issue of order	Procuring Entity
BOSTIC 100g	1	90 Days after issue of order	Procuring Entity
STAMP PADS / INK			
STAMP PAD INK 30ml	1	90 Days after issue of order	Procuring Entity
ARTLINE MARKING INK	1	90 Days after issue of order	Procuring Entity
STAMP PAD INK 750ml	1	90 Days after issue of order	Procuring Entity

GESTETNER DUPLICATING INK	1	90 Days after issue of order	Procuring Entity
ROTRING INK	1	90 Days after issue of order	Procuring Entity
STAMP PAD MEDIUM	1	90 Days after issue of order	Procuring Entity
STAMP PAD SMALL	1	90 Days after issue of order	Procuring Entity
STAMP PAD INK BLUE	1	90 Days after issue of order	Procuring Entity
STAMP PAD INK RED	1	90 Days after issue of order	Procuring Entity
STAMP PAD INK VIOLET	1	90 Days after issue of order	Procuring Entity
PUNCHERS			
GENMES PUNCHER 9730	1	90 Days after issue of order	Procuring Entity
BANTEX PUNCHER SMALL	1	90 Days after issue of order	Procuring Entity
BANTEX PUNCHER MEDIUM 9306	1	90 Days after issue of order	Procuring Entity
UNO 1-HOLE PUNCHER	1	90 Days after issue of order	Procuring Entity
UNO HEAVY DUTY PUNCHER	1	90 Days after issue of order	Procuring Entity
GENMES 96R8 PUNCHER	1	90 Days after issue of order	Procuring Entity
865 PUNCHER	1	90 Days after issue of order	Procuring Entity
P 817 PUNCHER	1	90 Days after issue of order	Procuring Entity
H40 PUNCHER	1	90 Days after issue of order	Procuring Entity
9670 PUNCHER	1	90 Days after issue of order	Procuring Entity
9717 EYELET PUNCHER	1	90 Days after issue of order	Procuring Entity
STAPLERS / STAPLES			
BANTEX 9343 STAPLER	1	90 Days after issue of order	Procuring Entity
GENMES HEAVY DUTY STAPLER 50SF	1	90 Days after issue of order	Procuring Entity
GENMES STAPLER REF.5227	1	90 Days after issue of order	Procuring Entity
GENMES STAPLERS SMALL	1	90 Days after issue of order	Procuring Entity
GENMES STAPLERS MEDIUM (5030)	1	90 Days after issue of order	Procuring Entity
GENMES LONG REACH STAPLER	1	90 Days after issue of order	Procuring Entity
REXEL TROJAN STAPLER	1	90 Days after issue of order	Procuring Entity
REXEL GIANT STAPLER	1	90 Days after issue of order	Procuring Entity
GENMES STAPLES No. 26\6	1	90 Days after issue of order	Procuring Entity
RAPID STAPLES No. 26\6	1	90 Days after issue of order	Procuring Entity

REXEL STAPLES No. 56	1	90 Days after issue of order	Procuring Entity
REXEL STAPLES No. 66\11	1	90 Days after issue of order	Procuring Entity
REXEL STAPLES No. 66\8	1	90 Days after issue of order	Procuring Entity
REXEL STAPLES No. 66\14	1	90 Days after issue of order	Procuring Entity
REXEL STAPLES No. 1000xNo. 101\6	1	90 Days after issue of order	Procuring Entity
RAPID STAPLES No. 9\17	1	90 Days after issue of order	Procuring Entity
RAPID STAPLES No. 9\20	1	90 Days after issue of order	Procuring Entity
RAPID STAPLES No. 9\8	1	90 Days after issue of order	Procuring Entity
RAPID STAPLES No. 9\21	1	90 Days after issue of order	Procuring Entity
STAPLE REMOVER	1	90 Days after issue of order	Procuring Entity
OPTIMA STAPLER	1	90 Days after issue of order	Procuring Entity
BANTEX 9342 STAPLER	1	90 Days after issue of order	Procuring Entity
METAL FULL STRIP STAPPLER	1	90 Days after issue of order	Procuring Entity
50 EL DELUX HEAVY DUTYSTAPLER	1	90 Days after issue of order	Procuring Entity
MINI STABLE GUN	1	90 Days after issue of order	Procuring Entity
STAPLER M600	1	90 Days after issue of order	Procuring Entity
STAPLER HS3000	1	90 Days after issue of order	Procuring Entity
STAPLER HS 2000	1	90 Days after issue of order	Procuring Entity
PAPER CLIPS DRAWING PINS			
PAPER CLIPS 20MM	1	90 Days after issue of order	Procuring Entity
PAPER CLIPS 33MM	1	90 Days after issue of order	Procuring Entity
PAPER CLIPS 50MM	1	90 Days after issue of order	Procuring Entity
PAPER CLIPS GIANT	1	90 Days after issue of order	Procuring Entity
COATED PAPER CLIPS SMALL	1	90 Days after issue of order	Procuring Entity
OFFICE PINS	1	90 Days after issue of order	Procuring Entity
FISCO DRAWING PINS	1	90 Days after issue of order	Procuring Entity
GENMES DRAWING PINS	1	90 Days after issue of order	Procuring Entity
BULLDOG CLIP 50MM	1	90 Days after issue of order	Procuring Entity
BULLDOG CLIP 60MM	1	90 Days after issue of order	Procuring Entity

PAPER CLIPS COLOURED	1	90 Days after issue of order	Procuring Entity
PAPER CLIPS WAVY	1	90 Days after issue of order	Procuring Entity
DRAWING PINS 120/3	1	90 Days after issue of order	Procuring Entity
DRAWING PINS 120/4	1	90 Days after issue of order	Procuring Entity
COLOURED DRAWING PINS	1	90 Days after issue of order	Procuring Entity
DRAWING PINS - NS	1	90 Days after issue of order	Procuring Entity
NOTE PADS			
POST IT PADS 76X76	1	90 Days after issue of order	Procuring Entity
POST IT PADS 76X102	1	90 Days after issue of order	Procuring Entity
POST IT PADS 75X130	1	90 Days after issue of order	Procuring Entity
SIGN HERE POST IT PADS	1	90 Days after issue of order	Procuring Entity
FAX NOTES PADS	1	90 Days after issue of order	Procuring Entity
PETTY CASH VOUCHERS	1	90 Days after issue of order	Procuring Entity
TELEPHONE MESSAGE PAD	1	90 Days after issue of order	Procuring Entity
SELLOTAPES / DISPENSER			
SELLOTAPE 12X66	1	90 Days after issue of order	Procuring Entity
SELLOTAPE 18X50	1	90 Days after issue of order	Procuring Entity
SELLOTAPE 24X66	1	90 Days after issue of order	Procuring Entity
SELLOTAPES 48X50 (clear packaging)	1	90 Days after issue of order	Procuring Entity
SELLO TAPE 48X50 (buff packaging)	1	90 Days after issue of order	Procuring Entity
MASKING TAPE 24X40	1	90 Days after issue of order	Procuring Entity
MASKING TAPE 48X40	1	90 Days after issue of order	Procuring Entity
MASKING TAPE 24X50	1	90 Days after issue of order	Procuring Entity
MASKING TAPE 48X50	1	90 Days after issue of order	Procuring Entity
GUM TAPES	1	90 Days after issue of order	Procuring Entity
BOOK BINDING TAPES	1	90 Days after issue of order	Procuring Entity
SELLO TAPES DISPENSER	1	90 Days after issue of order	Procuring Entity
BOARDS / CHALKS			
600X900 PINBOARD	1	90 Days after issue of order	Procuring Entity

1000 X 1000 PINBOARD	1	90 Days after issue of order	Procuring Entity
600X900 WHITE BOARD	1	90 Days after issue of order	Procuring Entity
FLIP CHART STAND	1	90 Days after issue of order	Procuring Entity
BLACK BOARD DUSTER	1	90 Days after issue of order	Procuring Entity
WHITE BORD DUSTER	1	90 Days after issue of order	Procuring Entity
APEX WHITE CHALK	1	90 Days after issue of order	Procuring Entity
DUST FREE WHITE CHALK	1	90 Days after issue of order	Procuring Entity
COLOURED CHALK	1	90 Days after issue of order	Procuring Entity
TREASURY TAGS			
26MM	1	90 Days after issue of order	Procuring Entity
38MM	1	90 Days after issue of order	Procuring Entity
76MM	1	90 Days after issue of order	Procuring Entity
89MM	1	90 Days after issue of order	Procuring Entity
102MM	1	90 Days after issue of order	Procuring Entity
127MM	1	90 Days after issue of order	Procuring Entity
152MM	1	90 Days after issue of order	Procuring Entity
KEY TAGS	1	90 Days after issue of order	Procuring Entity
NAME TAGS	1	90 Days after issue of order	Procuring Entity
HOLDERS / REFILLS			
SCRAP PAPER HOLDER	1	90 Days after issue of order	Procuring Entity
SCRAP PAPER REFILL WHITE	1	90 Days after issue of order	Procuring Entity
METAL SPIKE	1	90 Days after issue of order	Procuring Entity
DESK TIDY TUBAL	1	90 Days after issue of order	Procuring Entity
ROUND UP DESK TIDY	1	90 Days after issue of order	Procuring Entity
PLASTIC SPIKE HOLDER	1	90 Days after issue of order	Procuring Entity
ADDING MACHINE ROLLS	**PRICES**	**PRICES**	**PRICES**
37mm x 70mm	1	90 Days after issue of order	Procuring Entity
44mm x 70mm	1	90 Days after issue of order	Procuring Entity
57mm x 57mm	1	90 Days after issue of order	Procuring Entity

ADHESIVE LABELS	**PRICES**	**PRICES**	**PRICES**
8mm x 12mm	1	90 Days after issue of order	Procuring Entity
13mm x 19mm	1	90 Days after issue of order	Procuring Entity
16mm x 22mm	1	90 Days after issue of order	Procuring Entity
75mm x 38mm	1	90 Days after issue of order	Procuring Entity
100mm x 50mm	1	90 Days after issue of order	Procuring Entity
LABELS C13	1	90 Days after issue of order	Procuring Entity
LABELS C19	1	90 Days after issue of order	Procuring Entity
LEVER ARCH FILE LABELS	1	90 Days after issue of order	Procuring Entity
STAR LABELS SILVER	1	90 Days after issue of order	Procuring Entity
LABEL DAMPER	1	90 Days after issue of order	Procuring Entity
BLACK BOARD ACCESSORIES	**PRICES**	**PRICES**	**PRICES**
DUSTER	1	90 Days after issue of order	Procuring Entity
COMPASS	1	90 Days after issue of order	Procuring Entity
PROTECTOR	1	90 Days after issue of order	Procuring Entity
T-SQUARE	1	90 Days after issue of order	Procuring Entity
SOFT WHITE CHALK	1	90 Days after issue of order	Procuring Entity
COLOURED CHALK	1	90 Days after issue of order	Procuring Entity
SCISSORS			
PAIR OF SCISSORS	1	90 Days after issue of order	Procuring Entity
NS 912 SCISSOR	1	90 Days after issue of order	Procuring Entity
NS 916 SCISSOR	1	90 Days after issue of order	Procuring Entity
NS 918 SCISSOR	1	90 Days after issue of order	Procuring Entity
NS 923 SCISSOR	1	90 Days after issue of order	Procuring Entity
NS 929 SCISSOR	1	90 Days after issue of order	Procuring Entity
DATE STAMP			
SQUARE DATE STAMP	1	90 Days after issue of order	Procuring Entity
ROUND DATE STAMP	1	90 Days after issue of order	Procuring Entity
ALLOCATED DATE STAMP SELF INK	1	90 Days after issue of order	Procuring Entity

RECTANGULAR DATE STAMP	1	90 Days after issue of order	Procuring Entity
RUBBER BANDS			
RUBBER BAND NO.12	1	90 Days after issue of order	Procuring Entity
RUBBER BAND NO.16	1	90 Days after issue of order	Procuring Entity
RUBBER BAND NO.32	1	90 Days after issue of order	Procuring Entity
RUBBER BAND NO.128	1	90 Days after issue of order	Procuring Entity
RUBBER BAND COLOURED	1	90 Days after issue of order	Procuring Entity
DUST BINS			
DUST BIN 10L	1	90 Days after issue of order	Procuring Entity
DUST BIN 20L	1	90 Days after issue of order	Procuring Entity
BANTEX 10/ DUST BIN	1	90 Days after issue of order	Procuring Entity
BANTEX 20/ DUST BIN	1	90 Days after issue of order	Procuring Entity
ANALYSIS BOOKS			
JD 131 MONTHLY TIME BOOK	1	90 Days after issue of order	Procuring Entity
JD 132 MONTHLY TIME BOOK	1	90 Days after issue of order	Procuring Entity
JD 166 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 168 JOURNAL	1	90 Days after issue of order	Procuring Entity
JD 215 MARK BOOK	1	90 Days after issue of order	Procuring Entity
JD 6012 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 7014 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 70141 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 7019 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 7021 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 80141 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 8024 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 8032 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 9040 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
JD 924 ANALYSIS BOOK	1	90 Days after issue of order	Procuring Entity
SIGNATURE BLOTTER	1	90 Days after issue of order	Procuring Entity

VOTE BOOK COVER	1	90 Days after issue of order	Procuring Entity
STOCK BOOK	1	90 Days after issue of order	Procuring Entity
JD 418 VISITOR" BOOK	1	90 Days after issue of order	Procuring Entity
A's			
ATTENDANCE REGISTER HARD COVER	1	90 Days after issue of order	Procuring Entity
ATTENDANCE REGISTER SOFT COVER	1	90 Days after issue of order	Procuring Entity

Note: 1 Anticipated quantities represent the minimum quantities to be ordered and delivered over the period of two years by issue of a Call Off Order.
2 The required response period represents the period of delivery from issue of a Call Off Order.

Signed:	…………………*{signature of person whose name and capacity are shown below}*
Name:	...……..……………………….*.{insert complete name of person signing the application}*
In the capacity of	…………………………..….*{insert legal capacity of person signing the application}*
Duly authorized to sign	for and on behalf of …………….…. *{insert complete name of Applicant/Joint Venture*
Date:	………..…… day of ………………..……………..……, 20…..... *{insert date of signing}*

CONTRACT FORM

THIS AGREEMENT made the _____ day of __________ 20_____ between Central Government Stores of the Kingdom of Eswatini (hereinafter called "the Procuring Entity") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring Entity invited Tenders for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Tender by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

   (a) the Tender Form and the Price Schedule submitted by the Tenderer;

   (b) the Schedule of Requirements;

   (c) the Technical Specifications;

   (d) the General Conditions of Contract;

   (e) the Special Conditions of Contract; and

   (f) the Procuring Entity's Notification of Award.

   (g) the Call Off Orders issued under the Contract

3. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

5. The quantities of Supplies specified in the Statement of Requirements are estimated quantities only and are not purchased by this contract. If the call-off orders under this contract do not result in total orders of the quantities described as estimates, that fact shall not constitute the basis for an equitable adjustment.

6. The Procuring Entity shall order from the Supplier all the Supplies specified in the contract that are required to be purchased by the Procuring Entity during the period stated below, unless any Supplies are urgently required in an emergency situation and the Supplier is unable to deliver such Supplies within the period required by the Procuring Entity.

7. The Procuring Entity guarantees to order at least the value of Supplies specified as the minimum value in the Statement of Requirements.

8. Any Supplies to be provided under this contract shall be ordered by the issue of call-off orders, which shall be issued by the Procuring Entity as Notices in accordance with General Conditions of Contract (GCC) Clause 8, using the format attached to this

Agreement. The authorised signatory for call-off orders shall be the official named in Special Conditions of Contract (SCC) Clause 8.

9. Call-off orders may be issued at any time during a period of one year from the date of contract indicated above. Any call-off order issued, but not completed, during this period, shall be governed by the Contract in the same way as if it had been completed during that period.

10. Call-off orders are subject to the following limitations and exceptions:

(a) where the value of a call-off order is less than 2½% of the contract price, the Supplier is not obliged to provide the Supplies, provided that the Supplier gives the Procuring Entity a notice, within three working days of the date of the call-off order, stating its intention not to provide the Supplies;

(b) where the value of a call-off order, or the total value of all call-off orders within a period of one month, is more than 25% of the contract price, the Supplier shall not be bound by the response times specified in the Statement of Requirements, provided that the Supplier gives the Procuring Entity a notice, within three working days of the date of the call-off order, stating its inability to deliver the Supplies within the response time and specifying the delivery period which will apply.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed:	………*[signature of person whose name and capacity are shown below]*
Signatory Name:	……………..…..*[insert complete name of person signing the application]*
In the capacity as:	………….……*[insert legal capacity of person signing the application]*
For and on behalf of:	……………………………*[Insert name of Procuring Entity]*
Witnessed by:	………….………*[signature of witness]*
Witness name:	………….………*[Insert name of witness]*

Signed:	………*{signature of person whose name and capacity are shown below}*
Signatory Name:	……………..…..*{insert complete name of signatory}*
In the capacity as:	………….……*{insert legal capacity of signatory}*
For and on behalf of the Supplier:	……………………………*{Insert name of Supplier}*

Witnessed by:	………….………[signature of witness]
Witness name:	………….………[Insert name of witness]

{Note: If the Tenderer consists of more than one Entity, all these Entities should appear as signatories, e.g. in the following manner}

For and on behalf of the Member:	………………………………………………….{Insert name of Member}
Signed:	………{signature of person whose name and capacity are shown below}
Signatory Name:	……………………………..........……..{insert complete name of signatory}
In the capacity as:	………………………………………….…{insert legal capacity of signatory}
For and on behalf of the Member:	………………………………………………….{Insert name of Member}
Signed:	………{signature of person whose name and capacity are shown below}
Signatory Name:	……………………………..........……..{insert complete name of signatory}
In the capacity as:	………………………………………….…{insert legal capacity of signatory}

Witness:	……………………………………………….……….………[signature of witness]
Witness name:	……………………………………………..………[Insert name of witness]

CALL OFF ORDER under a Framework Contract

Framework Contract Reference No: ……………………..….*[Insert Award reference]*

Call-Off Order Reference No: ……………………..….*[Insert Call Off Reference No]*

Procuring Entity: ………………..….*[Insert name of Procuring Entity]*

Supplier: ……………………..….*[Insert name of Supplier]*

Date of Call-Off Order: ……………………..….*[Insert date of Call Off order]*

The Procuring Entity indicated above issues this call-off order under the framework contract referenced above.

This call-off order is subject to the terms and conditions of the framework contract referenced above. In the event of a conflict, between this call-off order and the contract, the contract shall prevail.

Please proceed with delivery of the Supplies detailed on the attached List of Supplies and Price Schedule, in accordance with the response times specified in the contract.

The total value of this call-off order is [insert total value of goods required in the Call Off Order].

Please confirm your receipt of this call-off order and that you are proceeding with delivery of the Supplies, in accordance with the terms and conditions of the contract.

Signed:	………*[signature of person whose name and capacity are shown below]*
Signatory Name:	.............……..*[insert complete name of person signing the application]*
In the capacity as:	…………..…..…*[insert legal capacity of person signing the application]*
For and on behalf of:	……………………………*[Insert name of Procuring Entity]*

GENERAL CONDITIONS OF CONTRACT FOR THE SUPPLY AND DELIVERY OF GOODS

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GENERAL CONDITIONS OF CONTRACTS FOR THE SUPPLY OF GOODS

1. DEFINITIONS

1.1 In this Contract, the following terms shall be interpreted as indicated:

(a) "The Contract" means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

(b) "The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

(c) "The Goods" means all of the equipment, machinery, and/or other materials which the Supplier is required to supply to the Procuring Entity under the Contract.

(d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

(e) "GCC" means the General Conditions of Contract contained in this section.

(g) "The Procuring Entity" means the organization purchasing the Goods, as named in the Contract form.

(h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract as named in the Contract Form.

(i) "The Project Site", where applicable, means the place or places named in the Special Conditions Special Conditions of Contract.

(j) "Day" means calendar day.

2. APPLICATION

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

3. STANDARDS

3.1 The Goods supplied under this Contract shall be new, unused and of the latest design and must conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.

4. USE OF CONTRACT DOCUMENTS AND INFORMATION

4.1 The Supplier shall not, without the Procuring Entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so as may be necessary for purposes of such performance.

4.2 The Supplier shall not, without the Procuring Entity's prior written consent, make use of any document or information enumerated in GCC Clause 4.1 except for purposes of performing the Contract.

4.3 Any document, other than the Contract itself, enumerated in GCC Clause 4.1 shall remain the property of the Procuring Entity and shall be returned (in all copies) to the

Procuring Entity on completion of the Supplier's performance under the Contract if so required by the Procuring Entity.

5. PATENT RIGHTS

5.1 The Supplier shall indemnify and hold harmless the Procuring Entity against all third-party claims of infringement of patent, trademark, industrial design, or intellectual property rights arising from use of the Goods or any part thereof.

6. PERFORMANCE SECURITY

6.1 Within fourteen (14) days of receipt of the notification of Contract award and before the contract signing, the successful Supplier shall furnish to the Procuring Entity the Performance Security in the amount and in the format specified in the Special Conditions of Contract.

6.2 The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

6.3 The Performance Security shall be denominated in the currency of the Contract and shall be in one of the following forms:

(a) a bank guarantee issued by a reputable bank located in the Tenderer’s country or abroad, acceptable to the Procuring Entity, in the form provided in the Invitation to Tender documents or another form acceptable to the Procuring Entity; or

(b) an insurance company bond from a reputable Insurance company acceptable to the Procuring Entity.

6.4 Once delivery of the requirements has been completed the Supplier may apply to have the Performance Security reduced to 1% (one percent) to cover the period of warranty obligations.

6.5 The Performance Security will be discharged by the Procuring Entity and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the Special Conditions of Contract.

7. INSPECTIONS AND TESTS

7.1 The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The Special Conditions of Contract and the Technical Specifications shall specify what inspections and tests the Procuring Entity requires and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

7.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity.

7.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Entity may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Procuring Entity.

7.4 The Procuring Entity 's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in Eswatini shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Procuring Entity or its representative prior to the Goods' shipment from the country of origin.

Nothing in GCC Clause 7 shall in any way release the Supplier from any warranty or other obligations under this Contract.

7.6 Where a sample is furnished by the Supplier, the Goods shall be equivalent thereto in every respect.

8. PACKING

8.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

8.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the Special Conditions of Contract, and in any subsequent instructions given by the Procuring Entity.

9. DELIVERY AND DOCUMENTS

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in the Special Conditions of Contract.

9.2 For purposes of the Contract, the trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of Incoterms published by the International Chamber of Commerce, Paris.

9.3 Documents to be submitted by the Supplier are specified in the Special Conditions of Contract.

10. INSURANCE

10.1 The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the Special Conditions of Contract.

11. TRANSPORTATION

11.1 Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Procuring Entity or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

11.2 Where the Supplier is required under the Contract to deliver the Goods CIP, transport of the Goods to the port of destination or such other named place of destination in Swaziland, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

11.3 Where the Supplier is required under the Contact to transport the Goods to a specified place of destination within Eswatini, defined as the Project Site, transport to such place of destination in Eswatini, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and the related costs shall be included in the Contract Price.

12. INCIDENTAL SERVICES

12.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in the Special Conditions of Contract:

(a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;

(b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;

(c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

(d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

(e) training of the Procuring Entity’s personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

12.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged for other parties by the Supplier for similar services.

13. SPARE PARTS

13.1 As specified in the Special Conditions of Contract, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

(a) such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and

(b) in the event of termination of production of the spare parts:

(i) advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and

(ii) following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

14. WARRANTY

14.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and that incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Entity's specifications) or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in Eswatini.

14.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in the Special Conditions of Contract.

14.3 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty.

14.4 Upon receipt of such notice, the Supplier shall, within the period specified in the Special Conditions of Contract (SCC) and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Entity.

14.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in the Special Conditions of Contract (SCC), the Procuring Entity may proceed to take such remedial action as may be necessary at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract.

15. PAYMENT

15.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in the Special Conditions of Contract (SCC).

15.2 The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to General Conditions of Contract (GCC) Clause 9, and upon fulfilment of other obligations stipulated in the Contract.

15.3 Payments shall be made promptly by the Procuring Entity, but in no case later than forty five (45) days after submission of an invoice or claim by the Supplier unless otherwise stated in the Special Conditions of Contract.

16. PRICES

16.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its tender.

17. CHANGE ORDERS

17.1 The Procuring Entity may at any time, by a written order given to the Supplier pursuant to General Conditions of Contract (GCC) Clause 30, make changes within the general scope of the Contract in any one or more of the following:

(a) drawings, designs or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Entity ;

(b) the method of shipment or packing;

(c) the place of delivery; and/or

(d) the Services to be provided by the Supplier.

17.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Entity's change order.

18. CONTRACT AMENDMENTS

18.1 Subject to General Conditions of Contract (GCC) Clause 17, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

19. ASSIGNMENT

19.1 The Supplier may not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring Entity's prior written consent.

20. SUBCONTRACTS

20.1 The Supplier may not enter into any subcontract for performance hereunder unless the Procuring Entity shall have previously consented in writing to such subcontract. Such consent shall not, however, unless otherwise specified in such consent or in the Contract, relieve the Supplier from any liability or obligation under the Contract.

21. Delays in the Supplier's Performance

21.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in the Schedule of Requirements.

21.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

21.3 Except as provided under General Conditions of Contract (GCC) Clause 24, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to General Conditions of Contract (GCC) Clause 22, unless an extension of time is agreed upon pursuant to General Conditions of Contract (GCC) Clause 21.2 without the application of liquidated damages.

22. Liquidated Damages

22.1 Subject to General Conditions of Contract (GCC) Clause 24, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Entity shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the Special Conditions of Contract of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the Special Conditions of Contract. Once the maximum is reached, the Procuring Entity may consider termination of the Contract pursuant to General Conditions of Contract (GCC) Clause 23.

23. Termination for Default

23.1 The Procuring Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

(a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to General Conditions of Contract (GCC) Clause 21; or

(b) if the Supplier fails to perform any other obligation(s) under the Contract.

23.2 In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to General Conditions of Contract (GCC) Clause 23.1, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

24. Force Majeure

24.1 Notwithstanding the provisions of General Conditions of Contract (GCC) Clauses 21, 22 and 23, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

24.2 For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

24.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

25. TERMINATION FOR INSOLVENCY

25.1 The Procuring Entity may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity.

26. TERMINATION FOR CONVENIENCE

26.1 The Procuring Entity, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

26.2 The Goods, which are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination, shall be accepted by the Procuring Entity at the Contract terms and prices. For the remaining Goods, the Procuring Entity may choose to:

(a) Have any portion completed and delivered at the Contract terms and prices; and/or

(b) Cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

27. RESOLUTION OF DISPUTES

27.1 The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement, dispute, or claim arising out of or in connection with the Contract or the breach, termination, or validity thereof.

27.2 If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Entity and the Supplier have failed to negotiate such an amicable settlement, any dispute, controversy, or claim arising out of or in connection with this Contract, or the breach, termination, or validity thereof, either party may require that the dispute be referred for resolution by final and binding arbitration in accordance with the UNCITRAL Arbitration Rules presently in force.

27.6 The arbitrators shall determine the matters in dispute in accordance with the laws in effect in Eswatini.

27.7 All notices to be given in connection with the arbitration shall be in writing and shall be effective upon receipt.

28. Governing Language

28.1 The Contract shall be written in the English. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

29. Applicable Law

29.1 The Contract shall be interpreted in accordance with the laws and regulations in effect in The Kingdom of Eswatini.

30. Notices

30.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing by personal delivery, mail, or e-mail or facsimile and, if by e-mail or facsimile, confirmed in writing to the other party's address specified in the Special Conditions of Contract (SCC). Each party may change such address by notice to the other party.

30.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

31. Taxes and Duties

31.1 The Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies incurred or imposed until delivery of the contracted Goods to the Procuring Entity.

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. The corresponding clause number of the GCC is indicated in first column. Whenever there is a conflict, the provisions in the Special Conditions of Contract shall prevail over those in the General Conditions of Contract.

GCC Clause no	GCC subject	Special Condition(s)
1.1	**Additional definitions**	In addition to the definitions in GCC 1.1, the following words and expressions shall have the meanings hereby assigned to them: (k) "Framework Contract" means a contract arrangement for an estimated quantity or minimum value of Supplies at fixed rates, where actual quantities are purchased by means of call-off orders and payment is made for the actual quantities delivered. (l) "Call-Off Order" means an order issued by the Procuring and Disposing Entity for the purchase of specified quantities of the Supplies under a framework contract. (m) "Response Time" means the period for delivery of the Supplies, calculated from the date of a Call-Off Order.
1.1 (a)	**Name and address of the Procuring Entity and the Supplier**	*[To be completed after award]* **Procuring Entity:** Client: Address: Phone: Contact Person: **Supplier:** Address: Phone: Contact Person:
6	**Performance Security:**	**This part is not applicable to Commonly Used Items**

GCC Clause no	GCC subject	Special Condition(s)
6.1	The amount of the Performance Security	*[For all contracts for goods, works and non-consulting services above E 200,000, except framework contracts, the Procuring Entity shall as part of the Award process request the supplier/service to provide a Performance Security before or at the contract signing.* *The Performance Security shall be between five and ten percentage of the contract value.* A Performance Security is required to the value of *[insert value required]*. The Performance Security shall be provided in the form stated in SCC 6.3 and shall be valid for the period of the Contract including any warranty obligations. The Performance Security shall be reduced in value following completion of the Supplier's obligations under each call-off order, by an amount proportionate to the value of the contract price represented by the call-off order. Once delivery has been completed the Supplier may apply to have the Performance Security reduced to 1% to cover the period of warranty obligations. *[If no Performance Security is required, insert the following text].* A Performance Bond is not required.
6.3	The format of the Performance Security	The Performance Security shall be provided in the form: ● a bank guarantee issued by a reputable bank located in the Tenderer's country or abroad, acceptable to the Procuring Entity, in the form provided in the Invitation to Tender documents or another form acceptable to the Procuring Entity; or ● an Insurance Company Bond from a reputable Insurance company acceptable to the Procuring Entity. *[Insert any other form of acceptable Security and delete any above that are not acceptable]* The Performance Security shall be valid for the period of the Contract including any warranty obligations.
7. Inspections and Tests:		

GCC Clause no	GCC subject	Special Condition(s)
7 .1	Inspection(s) and test(s):	*Refer to Clause 7 (inspections & test) of the General Conditions of Contract.*
7.2	Place(s) of inspection and test(s)	*Refer to Clause 7 (inspections & test) of the General Conditions of Contract.*
8. Packing:		
8.2	Packing, Marking and Documentation	
9. Delivery and Documents:		
9.1	Delivery of the Goods:	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Call Off Orders issued by the Procuring Entity. The documents to be supplied upon delivery shall be: *[State here details of shipping and documents to be furnished by the supplier. Normally this is not relevant in case of a national supplier, but will be in the case of use of an international supplier, where INCOTERMS shall be used to describe the responsibilities for risk, insurance taking, the transport and duty arrangements and documents.]*
9.3	Documents to be delivered by the supplier:	*Invoice, Delivery Note, Signed & Stamped Banking Details (Company ID & Tin Number).*
10	Insurance	Goods must be fully insured. The Insurance shall be in an amount equal to 110 percent of the CIP value of the Goods from “warehouse” to “warehouse” on “All Risks” basis, including War Risks and Strikes.
11	Transportation	The delivery address and destination shall be provided on each Call Off Order issued by the Procuring Entity.
12	Incidental Services	
13	Spare Parts	

GCC Clause no	GCC subject	Special Condition(s)
14	Warranty	
15. Payment:		
15.1	The method and conditions of payment:	Payments shall be made promptly by the Procuring Entity, but in no case later than Forty Five (45) days after submission of an invoice or claim by the Supplier accompanied by a letter of satisfactory inspection from an Official at the delivery point. Payment shall be calculated on the basis of the unit prices specified in the Price Schedule and the quantities specified in call-off orders.
17	**Change Orders**	The Delivery of the Supplies shall be in accordance with each call-off order.
21	**Delays in the Supplier Performance**	Delivery of the Goods and performance of Services shall be made by the Supplier in accordance within the response times/period prescribed in the Schedule of Requirements.
22	**Liquidated Damages:**	*[The following clause will cover most purposes.]* **Liquidated damages will apply to any delayed portion of the contract and will be a deduction of payment equivalent to half of one percent (0.5%) of the value of the delayed portion per week of delay up to a maximum of 10% (Ten percent**). The amount of liquidated damages shall be calculated as a percentage of the value of the call-off order and shall apply only to the call-off order under which the Provider has failed to deliver the Supplies within the response time detailed in the Schedule of Requirements. *[If delays are likely to originate due to the Procuring Entity or the end-user: consider using the words "Not Applicable" for this clause.]*
30. Notices:		
30.1	Procuring Entity's address for notice purposes:	P. O. Box 48 Mbabane 2404 2171 Info_stores@gov.sz

SECTION10: PERFORMANCE SECURITY FORM

GCC Clause no	GCC subject	Special Condition(s)
30.1	Supplier's address for notice purposes:	