12 January 2015

ATTENTION ALL SERVICE PROVIDERS- OFFICE STATIONERY

RE: REQUEST FOR STATIONERY COMPANY SERVICE PROVIDERS TO MERELY REGISTER ON THE SUPPLIER DATABASE OF SABFS THROUGH SUBMITTING A TENDER APPLICATION TO THE SOUTH AFRICAN BOARD FOR SHERIFFS FOR A 1(ONE) YEAR PERIOD – SABFS00005/2015

1. Introduction

The South African Board for Sheriffs ("SABFS") is a statutory regulatory body established in term of the Sheriffs Act 90 of 1986. The SABFS' objectives are the maintenance of the esteem, the enhancement of the status and the improvement of the standard of training of and functions performed by sheriffs.

The core objectives of the SABFS are to:

- Liaise with the Sheriffs and relevant Stakeholders;
- To monitor the conduct of Sheriffs;
- Promote the Sheriffs Profession;
- To set standards for the Sheriffs Profession; and
- To provide overall Policy directives.

2. Objectives

The SABFS invites applications from suitable Office Stationery Service Providers to merely register on its Supplier Database through submitting a proposal for a 1(one) year period.

Office Stationery companies who are already on the SABFS supplier database should also re-apply.

88 Loop Street, Cape Town. PO Box 15223, Vlaeberg 8018
Tel: 021 426 0577, Fax: 021 426 2598, E-mail: contact@sheriffs.org.za
www.sheriffs.org.za

South African Board for Sheriffs - *Established Act 90 of 1986*
Charmaine Mabuza (Chairperson), Hlako Choma, Laura Best, Abel Mawela, Freda Moeletsi, Hishaam Mohamed, Humphrey Ntsikeni, Nicholas Nxumalo, Petro Roodt, Thaka Seboka, Thami Tembe

3. Services required

The SABFS requires a suitable Office Stationery Service Providers to prepare a proposal for with the following requirements:

3.1 Deliver turnaround time two days

3.1.1 Stock should be readily available;

3.2 Assesses monthly Board's stationery needs

3.2.1 Meets once a month with the general assistant to identify each department and staff members task needs for stationery and helps to plan for upcoming meetings;

3.3 A personal account manager is required and to have a good business functional relationship; and

3.4 Attend to ad-hoc emergency requests

3.4.1 Turnaround time for delivery should not be more than three (3) hours.

In addition to the above each service provider is allowed to include in their proposal some value added services and include a detailed brochure of the service providers company.

4. Registration Requirement

In respect of your application, it is compulsory to submit the following documents:

4.1 Cover Letter;

4.2 Detailed Company Profile and methodology of performing the service including a detailed budget with time-frames and discounted rates and a detailed service level agreement;

4.3 Detailed CV of the relevant Account Manager to be attached to this account.

4.4 List of five referees from clients previously consulted, not older than 12 months, along with the contact person and contact details;

4.5 All submissions must be accompanied by all supporting documents on the specified closing date and time;

4.6 Valid Tax Clearance and BEE status Certificates to be submitted in the name of the applicants Company. A costing proposal is to be included in your submission.

5. All enquiries relating to the tender must only be communicated in writing by no later than 10h00 on the 28 January 2015. All written communication must be sent to the following email address only proposals@sheriffs.org.za, Subject Heading: SABFS:00005/2015 Office Stationery Service providers. All Applicants are strictly forbidden to communicate with the Office of the Sheriffs Board on this matter other than through the required communication channels as stipulated in this bidding document; and

6. Each applicant is required to submit 1 original copy plus 4 copies of the tender submission in a sealed envelope addressed to:

Reference: SABFS00005/2015
South African Board for Sheriffs
Attention: Ms Celesti Fortuin
88 Loop Street
Cape Town
8001

The SABFS is not obliged to accept any applicants and has the right to withdraw and or amend tender specifications at its sole discretion.

Bid and Number: SABFS 00005/2015	Advertise Date: 15 January 2015
Closing Date: 29 January 2015	Closing Time: 12h00