

RFP 10/2026: Provision and delivery of stationery

Question & Answers

Closing Date: 11 August 2026 at 11:00

#	Question	Answer
1.	Will the deliveries be made within South Africa, or will they need to cross the border into neighbouring countries such as Lesotho, Zimbabwe, or others?	The deliveries will only be in South Africa
2.	can Sars share historical spend and consumption data for the past 12-24 months to assist bidders in pricing and planning appropriately?	The tender RFP 10/2026 is a requirement for a national contract over a period of thirty-six months; this is a new approach to SARS and therefore there is no historical data to share with the market. Bidders are to consider the geographical location, size of the cluster(s) they are bidding for and other requirements stipulated in the technical evaluation criteria to inform their price proposals.
3.	can alternative products be proposed where equivalent specifications are met?	Bidders need to respond to the description of the individual items as provided in the BRS
4.	will emergency or ad-hoc deliveries form part of the contract scope?	Bidders to refer to the BRS with reference to the service level framework

Stationery item related enuities

Item No.	Technical Specifications	Unit	Questions	Response
1.0	Paper Products			
1.5	A4 pack of 100 pockets sleeves	pack	this is the same description as item 3.4 please advise or provide a picture sample	Please note that the item at 3.4 has been removed as it is a duplicate.
1.10	Self-Adhesive Book Covers. Box of 12 pcs	Box	What size must it be?	Self-adhesive 5m
1.11	Plastic/Brown/ Colourful Covers for books. Box of 12 pcs	Box	Do not get Brown plastic covers only std covers like one's used for school, and what size? is this roll of wrapping paper and plastic covers for the book?	Plastic cover 3m. Readily cut assorted colours is 10 sheets in a roll 500mm x700mm

3.0	Filing & Storage			
3.4	Sheet Protectors - A4, 11-hole universal punch, crystal clear, 50-micron min. Pack of 100 pcs	Pack	same item as 1.5 please advise	This item is removed as it is a duplication
3.5	400pages Occurrence Books	Each	Please assist with a sample picture	This item is to be removed and will be ordered from the Government Printing Works.
3.8	A4 388pg/192pg Feint Margin Hard cover book	Each	There is a 384Pg (4 Quire counter book) or a 192Pg (2 Quire Counter book) – which one do we quote on?	Please only quote on the 192Pg (2 Quire Counter book)
4.0	Desk Essentials			
4.8	1kg 100g Rubber Bands 90mmx6mm	Each	Please confirm correct bag	500g.No 19
4.9	1kg 100g 75% Crepe Rubber Bands	Each	Please confirm correct bag	100g.No 18
4.15	Magnetic Premium Whiteboard 1800x200mm	Each	Kindly confirm the correct size for this whiteboard.	Standard size is 1500x900mm
4.24	Envelopes - C5 White/Brown Self Seal 110mmx220mm (Box of 500 pcs)	Box	Correct Size is DL, please confirm	DL, 110mmx220mm
4.25	Envelopes - C5 White/Brown Self Seal 210mmx297mm (Box of 250 pcs)	Box	Correct size is C4, please confirm	C4, 210mmx297mm
General and Important				
	Bidders must carefully read the RFP document and its annexures.			
	Bidders are advised to regularly visit the SARS website for any updates.			