

Expression of Interest (tenders with publication)

Commissioning party	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH Block C, Ground Floor, Hatfield Gardens, 333 Grosvenor Street, Hatfield, Pretoria Tel: (012) 423 5900
Your contact person for queries is	Procurement and Contracting Unit email: procurement.pretoria@giz.de
Brief project name	Framework Agreement for Provision of Stationery Supplies
Project processing number	B100008
Reference number	7000019324
Country of assignment	The Republic of South Africa
Period of assignment	Two (2) years with the option to extend for an additional two (2) years based on operational needs.
Project description and sector	Framework Agreement for Provision of Stationery Supplies
Mandatory Prequalification Documents	Bidders must submit the following documents: • Company profile (including the physical address) • Valid company registration (CIPC) • Valid Tax Clearance Certificate/Tax PIN • Three recent reference letters for deliveries completed in the last 12 months • Confirmation of Supplier's Online Ordering System • Sustainability Policy (high-level overview of the company's approach) GIZ will conduct a site visit to verify the business operating premises.

Please enter “**Expression of interest**” and the reference number **7000019324** in the subject line when returning this form.

Queries must be made in writing only, reaching GIZ not later than **07 August 2026**, and addressed **strictly and only** to the Procurement Department:

Email: procurement.pretoria@giz.de

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Non-compliance may result in your bid not being considered.

Any queries reaching us beyond that date cannot be answered.

Submission of EOI:

Completed EOI documents must be submitted to **ZA_Quotation@giz.de** by **14 August 2026**, referencing **7000019324**. Submissions received after this deadline will not be considered.

Notes on completing the expression of interest

Participation in the same tender more than once is strictly prohibited and it will lead to your company being disqualified. Companies with common directors submitting separate bids for the same tender will be disqualified.

Only suppliers with local presence and registration in South Africa (Gauteng) are allowed to participate.

GIZ only accepts bids submitted through our **File Transfer platform** <https://filetransfer.giz.de/Start?0>.

Should the bidder submit through the platform, please ensure to provide the **File Transfer generated password** as failure to submit the **password** will render your bid incomplete and will be disqualified.

GIZ is not responsible for the failure of electronic delivery of e-mail messages.

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Expression of Interest (to be completed)

We herewith declare our interest in bidding in the scheduled GIZ invitation to tender below:

Brief project name Framework Agreement for Provision of Stationery Supplies
Project processing number B100008
Reference number **7000019324**
Country of assignment The Republic of South Africa
Period of assignment **Two years, with possibility of extension for another 2 years**
Deadline for submission **14 August 2026**
Per email to ZA_Quotation@giz.de

Please provide the information below:

1. Company name and address

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2. Average turnover

	2024	2025	2026
Average annual turnover for the last three financial years			

3. Estimated Delivery Timelines:

Order Type

Standard stationery order	__xx__ working days
Urgent / ad-hoc stationery order	__xx__ working days

4. Evidence of relevant projects completed within the sector over the last 3 years

Client	Description of Stationery Supplied	Period	Order value in ZAR

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5. Contact person responsible for Stationery Tender:

Name:	
Email:	
Tel:	

I _____ (full name and surname in block letters) is authorized to represent (Company Name) _____ in my capacity as the authorized signatory _____ (Position/job title) certify that the information provided above is correct and I have read, understood and agree to comply with the content of this tender form.

I ACCEPT THAT THE GIZ MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

By providing the above information, Service Provider consents to the processing of their Personal Data in accordance with GDPR, POPIA, GIZ's Data Privacy Guidelines outlined in the General Terms and Conditions.

Signature

Date