



**a world class African city**

**City of Joburg Property Company SOC Ltd.**

1st Floor  
Forum 2  
Braam Park  
33 Hoofd Street  
Braamfontein  
2017

PO Box 31565  
Braamfontein  
2017

Tel +27(0) 10 219 9000  
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**16 November 2015**

**MESSRS NCNM PROJECTS  
88 MARSHALL STREET  
MARSHALLTOWN**

Your Ref:  
Our ref: NCNM

**ATTENTION: SILINDILE PEARL MBELE**

Tel: 011 492 0748  
E-mail: [info@ncnm.co.za](mailto:info@ncnm.co.za)

**BY HAND**

**POP 13 / 2015- PANEL OF PROFESSIONALS FOR THE SUPPLY AND DELIVERY OF  
STATIONERY ON BEHALF OF THE CITY OF JOBURG PROPERTY COMPANY (JPC)**

Dear Sir

City of Joburg Property Company (SOC) Limited ("JPC"), acting on behalf of the City of Johannesburg ("COJ"), have pleasure in confirming your appointment for inclusion in the panel of professionals for the supply and delivery of stationery on behalf of the City of Joburg Property Company SOC Limited (JPC) on an as and when required contract basis.

## **1. GENERAL CONDITIONS OF APPOINTMENT**

This award is made in terms of JPC's standard general conditions of appointment. All previous correspondence, which has taken place between the two parties in connection with this award, shall be deemed to be of no force and effect and to be replaced by this appointment letter.

The award is subject to the City of Joburg Property Company SOC Limited (JPC) and yourselves entering into an appropriate service level agreement which will be formulated in due course.



Non-Executive Directors: A. Mabizela (Chairperson), N. Rau, Prof A Nevhutanda, T Hickman, J Mabaso, D Ntombela, P Msweli, M Rabodila, M Morojele.  
Executive Directors: Helen Botes (Managing Director), Imraan Bhamjee (Financial Director).  
Company Secretary: V. Morgan  
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Registration Number: 2000/017147/07



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## 2. LIST OF STATIONERY

STATIONERY ITEMS	UNIT
Colour code labels/urgent stickers red boxes)	SET
Click ball pens- Red x 60	BOX
Click ball pens- blue x 60	BOX
Click Ball pens- Black x 60	BOX
Techniclick mechanical pencil x 12	BOX
HB 0.5 led pencils x 12	BOX
Office mate HB pencils	BOX
Highlighters ( per colour x 10 in a box)	BOX
Highlighters Assorted( X 6 in a pack	PACK
Plastic Erasers(30x20x10mm unsleeved)	BOX
Correction fluid	EACH
Fine point correction pens x 12	BOX
Rulers x 12 in a pack	PACK
Scissors x 12	BOX
A4 transparent covers( 100 in a pack)	PACK
A4 clear pvc binding covers( 100 in a pack)	PACK
A3 Laminating pouch film( 100 in a box)	BOX
A4 Laminating pouch film( 100 in a box)	BOX
80 Mic laminating pouch filmfolders ( 100 in a box)	BOX
Paper binders sds 100x649 -76 ( 12 in a box)	BOX
Spiral binders 38mm ( 12 in a box)	BOX
Spiral binders 51mm ( 12 in a box)	BOX
Slip binders 10 mm ( 12 in a box)	BOX
Slip binders 6 mm ( 12 in a box)	BOX



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Slip in document binders 15mm ( 12 in a box)	BOX
Slip in document binders 20mm ( 12 in a box)	BOX
Slip in document binders 30 mm ( 12 in a box)	BOX

STATIONERY ITEMS	UNIT
White packaging tape	EACH
Brown packaging tape	EACH
Clear packaging tape	EACH
Rubber Bands size 8 (100 in a pack)	PACK
Rubber Bands size 32 (100 in a pack)	PACK
Rubber Bands size 69 (100 in a pack)	PACK
Rubber bands size 128 (100 in a pack)	PACK
Foldback clips 51 mm ( 12 in a box)	BOX
Foldback clips 41 mm ( 12 in a box)	BOX
Foldback Clips 32mm ( 12 in a box)	BOX
Foldback Clips 19mm ( 12 in a box)	BOX
paper clips 25 mm per box	BOX
paper clips 33 mm per box	BOX
Colour drawing pins per box	BOX
Pritt stick 40g	EACH
A4 Plastic Sleeves (100 in a pack)	PACK
AA Batteries (4 in a pack) Equivalent to Duracell	PACK
AAA Batteries (4 in a pack) Equivalent to Duracell	PACK



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Rechargeable batteries AA Equivalent to Duracell	PACK
Rechargeable batteries AAA Equivalent to Duracell	PACK
Cash box	BOX
Removable self adhesive notes 50 mm	PACK
Removable self adhesive notes 126 mm	PACK
Removable self adhesive notes 76 mm	PACK
Removable self adhesive notes 38 mm	PACK
Flag tags with the words "Urgent"	PACK
Flag tags with the words "Sign here"	PACK
Flag tags 3m Assorted colours	PACK
Tree line endorsing ink 30ml bottle (Black)	EACH
Finger cones	PACK

STATIONERY ITEMS	UNIT
Heavy Duty Stapler	EACH
Giant No.66/8 stapler	EACH
Heavy duty staples 23/10 (H/13) 10 mm 1000 staples	BOX
Staples No.26/6 5000 staples	BOX
Staples No.56 box 5000 staples	BOX
Staples No.66/8 5000 staples	BOX
Staple Remover	EACH
Light duty punch	EACH
Heavy duty punch	EACH



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Lexmark E250 (cartridge)	EACH
Lexmark E250 (cartridge)	EACH
HP Print cartridges 03A	EACH
HP Print cartridges 49A	EACH
HP Print cartridges 98A	EACH
HP Print cartridges 12A	EACH
HP Print cartridges 42A	EACH
HP Print cartridges 06A	EACH
HP Print cartridges 61X	EACH
HP Print cartridges 53A	EACH
HP Print cartridges 72 A	EACH
HP Cartridges (82) Magenta	EACH
HP Cartridges (82) Cyan	EACH
HP Cartridges (82) Yellow	EACH
HP Cartridges (10) Black	EACH
HP Cartridges (56) Black	EACH
HP Cartridges (45) Black	EACH
HP Cartridges (135) Black	EACH
HP Cartridges (130) Black Noir, only black available	EACH
HP Cartridges (57) Tricolour	EACH
HP Cartridges (129) Black	EACH
HP Laserjet Q2613	EACH
HP Laserjet Q7570	EACH



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STATIONERY ITEMS	UNIT
HP Laserjet Q5949	EACH
HP Laserjet Q5949	EACH
HP Laserjet C7115	EACH
HP Cartridges (134)	EACH
HP Tri-colour Cartridges (78)	EACH
Yellow dividers 1-30 (10 in pack)	PACK
Yellow dividers 1-10 (10 in pack)	PACK
PVC dividers 1-30 (packets of assorted colours)	PACK
PVC dividers 1-20 (packets of assorted colours)	PACK
PVC dividers 1-10 (packets of assorted colours)	PACK
PVC dividers Jan-Dec (packets of assorted colours)	PACK
PVC dividers plain (packets of assorted colours)	PACK
Document sorter (alphabetic)	EACH
Document sorter (numeric)	EACH
White A4 envelopes (250 in a box)	BOX
Full box of A5 white envelopes (250 in a box)	BOX
White A3 envelopes (250 in a box)	BOX
White standard envelopes windows (250 in a box)	BOX
Plain white hard back covers-pack	BOX
A4 paper-various colours (green)	BOX
A4 paper-various colours (pink)	BOX
A4 paper-various colours (blue)	BOX
A 4 Paper white	BOX
A4 paper-various colours (yellow)	BOX
White cube refills-Packs	EACH



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<b>Yellow A4 paper, packs</b>	<b>BOX</b>
<b>3 tier trays</b>	<b>BOX</b>
<b>Lever arch file holders</b>	<b>EACH</b>
<b>White cube refills holders</b>	<b>EACH</b>
<b>A4 2 Quire/A4 manuscript book, quad &amp; margin</b>	<b>EACH</b>
<b>A4 indexed book</b>	<b>EACH</b>
<b>Attendance Register books</b>	<b>EACH</b>
<b>A5 Manuscript books</b>	<b>EACH</b>
<b>A5 Short hand note book</b>	<b>EACH</b>

<b>STATIONERY ITEMS</b>	<b>UNIT</b>
<b>Telephone message book</b>	<b>EACH</b>
<b>Horters Attendance Register</b>	<b>EACH</b>
<b>A4 Exam pads</b>	<b>EACH</b>
<b>Parcel Delivery Book</b>	<b>EACH</b>
<b>Pen Carbon Duplicate Book</b>	<b>EACH</b>
<b>Advanced learner's Dictionary (latest edition)</b>	<b>EACH</b>
<b>Clamp binder file</b>	<b>EACH</b>
<b>A4 Lever Arch files Box PVC</b>	<b>EACH</b>
<b>A4 Lever Arch files Box</b>	<b>EACH</b>
<b>Tidy yellow files custodian medium</b>	<b>EACH</b>
<b>A4 30 Pocket display files</b>	<b>EACH</b>
<b>Accessible files with steel mechanics</b>	<b>PACK</b>
<b>Suspension files (10 in a pack)</b>	<b>PACK</b>
<b>A4 folder files</b>	<b>PACK</b>
<b>Executive concertina file</b>	<b>EACH</b>



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Plastic enveloped shaped files (25 in a pack)	PACK
Clear self-adhesive protective film	EACH
Tidy yellow light weight	EACH
Numeric digital 600 plus ups system	EACH
DVD R-printable CDS ( 10 in a Box)	BOX
Verbatim CD-RW ( 10 in a Box)	BOX
Verbatim CD-RW 24 speed ( 10 in a Box)	BOX
Memory sticks 4 gig	EACH
Memory sticks 16 gig	EACH
Memory sticks 8 gig	EACH
Memory stick 32 gig	EACH
Memory Sticks 2 gig	EACH
Reorder Reference Tabs Numeric 29mm	PACK
Tape Cassette 9mm 3/8	EACH
Labelling Machine P Touch 80	EACH
Standard Calculator	EACH
FlipChart paper	EACH

Other items may be requested from time to time which do not appear on the list.

### 3. TIME FRAMES

The award is effective for a period of three (03) years commencing from **16 November 2015 until 30 November 2018**, subject to certain terms and conditions which will be communicated to you in due course. Notice will be given thirty (30) days before termination of the contract. On termination by effluxion of time or otherwise **NCNM Projects** will hand over all work in progress to JPC and will have no claim for cost other than stipulated in the Service Level agreement.

### 4. PAYMENTS TO NCNM PROJECTS

Kindly be advised that you will be invited on an as and when required basis to submit quotations. The pricing structure will be based on prices negotiated and agreed upon by the parties and stipulated in full in the service level agreement.



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## 5. PAYMENTS

5.1 Payments shall be effected to NCNM Projects against invoice within 30 days (Thirty) after invoice and statements.

5.2 The tax invoice shall contain at least the following information:

- Contract Number
- Contract address where the stationery was delivered

5.3 Invoices must be submitted to:

**City of Joburg Property Company (Pty) Ltd**  
**P O Box 31565**  
**Braamfontein**  
**2017**

JPC will not be liable for any additional costs incurred by NCNM Projects through whatever cause, unless JPC has specifically instructed NCNM Projects to incur such costs due to a substantial and material change to the services rendered which has been caused by an act of omission on JPC' part.

## GENERAL CONDITIONS OF APPOINTMENT

1. **Appointment in Force and Authorized Signatories:** This appointment is considered to have come into force immediately after all the necessary signatures have been appended.
2. **Independent Contractor:** The consultant is appointed as an independent contractor and no contract of agency and/or employment is created. Save as may be expressly authorized by JPC from time to time in writing, the consultant shall not hold itself out to be the agent of JPC and/or commit JPC to any contract or obligation of whatever nature.
3. **Alterations:** Should circumstances arise which call for modifications of the appointment, these may be made by mutual consent given in writing. Proposals in this respect from one party shall be given due consideration by the other party.
4. **Assignment:** The Consultant shall not without the prior written consent of JPC, cede or assign any of the benefits and obligations under this appointment.
5. **Sub-Contracts:** Any sub-contracts or modifications or termination thereof relating to the performance of the services by the Consultant shall be made only with the prior written consent of JPC.
6. **Compliance with Laws, By-laws and Ordinance:** The consultant shall comply strictly with every applicable law, by-law and ordinance including every regulation, code of conduct or other directive to which the consultant may be subject in its professional capacity. In this regard, the consultant's particular attention is drawn to the requirements of the Occupational Health and Safety Act (OHSA) and its regulations as well as to the Financial Intelligence Centre Act (FICA).
7. **Insurance:** The consultant shall at its own cost and expense maintain professional indemnity insurance and public liability insurance with an insurer approved of by JPC in an amount and for duration as specified in the letter of appointment to which these general conditions of appointment relate.
8. **Postponement and Termination:** JPC may give written notice to the Consultant at any time of its intention to abandon the services, in whole or in part, or to terminate this appointment. The effective



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termination date of this appointment shall not be less than fourteen (14) days after receipt of such notice, or such other shorter or longer periods as may be agreed between the parties. Upon receipt of such notice, the Consultant shall take immediate steps to bring the services to a close and to reduce expenditure to a minimum. Upon termination of the appointment the consultant shall deliver to JPC the originals of all documents in the possession of the consultant relating to and/or in connection with the appointment in both hard copy and (insofar applicable) electronic format.

9. **Force Majeure:** The Consultant shall promptly notify JPC, in writing, of any situation or event arising from circumstances beyond its control and which he could not reasonably foresee, which makes it impossible for the Consultant to carry out in whole or in part, his obligations under this appointment. Upon the occurrence of such a situation or event, the services shall be deemed to be postponed for a period of time equal to the delay caused by the Force Majeure and a reasonable period not exceeding two weeks.
10. **Claims for Default:** Any claims for damages arising out of default and termination, shall be agreed between JPC and the Consultant, or failing agreement, shall be referred to arbitration in accordance with clause 20.
11. **Rights and Liabilities of Parties:** Termination of this appointment for whatever reason shall not prejudice or affect the accrued rights or claims and liabilities of either party to this appointment.
12. **Confidentiality:** The consultant shall maintain all information relating to the appointment in the strictest confidence.
13. **Indemnity:** The consultant indemnifies JPC and holds JPC harmless against any loss or damage that may be suffered by JPC (including and without limiting the generality of the foregoing any claim that may be brought or threatened against JPC by any third party) arising from or by reason of the failure by the consultant to comply with its obligation in terms hereof.
14. **Skill, Care and Diligence:** The Consultant shall exercise all reasonable skill, care and diligence in the performance of the services under the appointment and shall carry out all his responsibilities in accordance with recognised professional standards. If any documentation prepared or submitted by the consultant to JPC is approved by JPC such approval shall not limit the professional liability of the consultant in respect thereof. The consultant shall remain professionally liable in respect of such documentation notwithstanding the approval thereof by JPC.
15. **Faithful Advisor:** The Consultant shall, in all professional matters, act as a faithful advisor to JPC and, in so far as his duties are discretionary, act fairly as between JPC and third parties.
16. **Indirect Payments:** The remuneration of the Consultant charged to JPC, shall constitute his only remuneration in connection with the appointment and neither he nor his personnel shall accept any trade commission, discount, allowance or indirect payment or other consideration with or in relation to the appointment or to the discharge of his obligations thereunder.
17. **Royalties:** The Consultant shall not have the benefit, whether directly or indirectly, of any royalty on or of any gratuity or commission in respect of any patented article or process used on or for the purposes of the appointment, unless it is agreed to by JPC in writing that he may.
18. **Ownership of Equipment, Materials, Supplies and Facilities:** Equipment, materials, supplies and facilities furnished to the Consultant by JPC or purchased by the Consultant with funds wholly supplied or reimbursed by JPC shall be the property of JPC and shall be so marked. Upon completion or termination of the services under this appointment, the Consultant shall furnish to JPC, inventories of the equipment and materials referred to above as it then remains and dispose of same as directed by JPC



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19. **Copyright:** All copyright in and to all documents, plans, designs and other material of whatever nature prepared or produced by the consultant in the course and scope of its appointment shall be and remain vested in JPC for which purpose the consultant cedes to JPC all such copyright.
20. **Settlement of Disputes:**
- a. Any dispute or difference arising out of this appointment, including those considered as such by only one of the parties, shall be finally settled by Arbitration.
  - b. Such arbitration shall be conducted in accordance with the provisions of the Arbitration Act (Act No. 42 of 1965, as amended from time to time), provided that:
    - i. The arbitration proceedings shall take place at Johannesburg.
    - ii. It shall not be compulsory to strictly apply the requirements of the law of procedure or procedure of the usual rules of evidence.
    - iii. The arbitrator shall be a practicing senior advocate as appointed by the chairman of the Johannesburg Bar Council.
    - iv. The arbitrator shall be entitled to call for the evidence of specialists as required by the nature of the dispute.
    - v. The decision of the arbitrator shall be final and binding on both parties and may be made an order of a competent court.
  - c. Unless otherwise requested by JPC, the implementation of the project shall, despite the submissions of a dispute to arbitration, in no manner be suspended or in any way delayed by the consultant.

Please signify your acceptance of appointment by signing the endorsement at the foot of this letter and returning same to us.

Signed for and on behalf of City of Joburg Property Company SOC Ltd.

#### Supply Chain Management Unit

Name: Fitzgerald Ramaboea

Title: Senior Supply Chain Manager

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

16-11-2015



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## Finance

**Name:** Imraan Bhamjee

**Title:** CFO

**Signature:** 

**Date:** 16-11-2015

## Signature on behalf of NCNM Projects

**Name:** JANE MASUKU

**Capacity:** ADMINISTRATOR

**Signature:** 

**Date:** 18/01/2016



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