



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3
BULTFONTEIN
9670

Tel: 051 853 1111
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E-mail: loapep@tswelopele.org

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 18 OF 2021-2022
SUPPLY AND DELIVERY OF STATIONERY AND CATRIDGES**

Formal written price quotations are hereby requested from competent and reputable service providers to provide:

- Stationery and cartridges for office use

Specifications as follows:

No	QTY	DETAILED DESCRIPTION / SPECIFICATION	Sizes	Bidder's brand offered	Unit Price	Total Price	VAT NB* if VAT registered	Grand Total
1	50	Lever Arch files						
2	100 boxes	White Photocopying paper	500 Reams					
3	60	Cello Tri-mate 0.7mm	Black 0.7mm yellow cover (ball point)					
4	10	Bostik						
5	60	Black Bic Pens						
6	10	Correction Pens (tip ex)						
7	10	Staples	26/6					

No	QTY	DETAILED DESCRIPTION / SPECIFICATION	Sizes	Bidder's brand offered	Unit Price	Total Price	VAT NB* if VAT registered	Grand Total
8	1 box Each	Stapler	Normal Office Size					
9	10	Scissors	165mm orange handle					
10	20	Exam Pad						
11	20	Artline 700	Black					
12	10	A4 Envelopes	Boxes (white)					
13	5	Envelopes	110*220 (white) Boxes					
14	10	Sello Tape	Big (Masking Tape)					
15	10	Plastic Files/Pockets	packs					
16	20	Pritt	Sticks (43g)					
17	10	File dividers	Alphabetic					
18	-	Colour laser jet Pro MFP M 283 FDW (HP)	2 x Black, 2xMagenta, 2xCyan, 2x Yellow and 2 Cyan					
19	-	HP Laserjet Pro M477 Cartridges 410A	6X Black, 3x Magenta, 3x Yellow and 3x Cyan					
20	-	HP Laserjet 85A	10 Black					

All quotations must be e-mailed at loapep@tswelopele.org, or hand Delivered to 1 Bosman Street, Civic Centre, Bultfontein,9670 (SCM Practitioners office) not later than 09 November 2021 before 12pm.

The following terms and conditions shall apply:

1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.
2. Delivery of the Goods must be made in Bultfontein Administrative Office.
3. Bidders who did not specify the brand to be offered expose their quotation to a disqualification and the Municipality will not accept any but the requested items.
4. Formal written price quotations will be evaluated in terms of the preferential Procurement Policy Framework Act using (80/20). Allocation will be 80 preference points for price and 20 preference Points for B-BBEE.
5. The Relevant MBD 4 forms **must** be completed and submitted with the quotation No which can be downloaded from the municipality's website www.tswelopele.gov.za and it is compulsory.
6. Bidders **must** submit a Valid Tax Clearance Certificate or SARS Pin, no Quotation may be awarded to any tenderer/bidder whose tax matters have not been declared by SARS to be in order.
7. Bidders are required to, together with their quotations submit a copy of a valid **B-BBEE certificate** to substantiate their B-BBEE rating claims. Exempted Micro Enterprise must submit a certificate issued by registered auditors or accounting officers with a practice number.
8. Suppliers should be registered with Centralised Suppliers Database with National treasury, please provide the MAAA Number and only suppliers who did register the relevant commodity or industry on CSD will be considered or advanced to the next stage of evaluation.
9. Prospective suppliers should also note that verification with SARS for tax status, CIPRO for registration of the business and DTI for verification of the Chartered accountant/auditor for BBBEE will be done with each and every quotation requested/received.
10. Prices on quotations must be valid for 30 (thirty) days from the closing date.
11. No Payment will be made (in Full of Partially) prior to Delivery of such Goods and the municipality has up to 30 days to settle the account after receiving the relevant invoice / statement from the Service Provider / Suppliers.

12. Bidders who did not quote on all items that are requested expose their quotation to rejection as it affects the comparison of prices thereon.
13. Non-adherence to any of the conditions may lead to your quotation not to be considered.
14. Council reserves the right to not make an appointment on an advertised request for quotation.

SCM related enquires to be directed to **Mrs. Puseletso Loape** at **051 853 1111**

**Municipal Manager
MRE Mogopodi**

02/11/2021