



# TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

PO Box / Posbus 3  
BULTFONTEIN  
9670

Tel: 051 853 1111  
Fax: 086 539 3183  
E-mail: [loapep@tswelopele.org](mailto:loapep@tswelopele.org)

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION  
FWPQ 25 OF 2019/2020  
SUPPLY AND DELIVERY OF STATIONERY  
RE-ADVERT**

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

- Stationery, Catridges and paper.

Specifications as follows:

QTY	DETAILED DESCRIPTION / SPECIFICATION
150	Lever Arch files
100 Boxes (500 reams)	White Photocopying paper
30	Pentel Energel 0.5 Black Pens
30	Pentel Energel 0.5 Blue Pens
30	Pentel Energel 0.5 Red Pens
60	Crystal Blue Pens
60	Crystal Black Pens
60	Crystal red Pens
20	Pritt
20	Highlighters
10	Easy Fix
10	Artline 70 ( Black)
10	Artline 700 ( Black)
20	Correction pen(tip ex)
10	Bostik

2 pack	Frosted sheets (colourless)
15	Post it pads ( small)
15	Post it pads (Medium)
15	Post it pads ( Large)
20	Staples (small 26/6)
4	HP 80A black toner cartridge for laser jet m400 series
6	HP 410A Yellow toner M477
6	HP 410 Cyan toner M477
4	HP 410A Black toner M477
4	203A CF542A Yellow toner for M281FDW Cartridge
4	203A CF542A Cyan toner for M281FDW Cartridge
4	203A CF542A Black toner for M281FDW Cartridge
4	203A CF542A Magenta toner for M281FDW Cartridge

All quotations must be faxed to 086 539 3183, or e-mailed at [loapep@tswelopele.org](mailto:loapep@tswelopele.org) not later than Friday, **07<sup>th</sup> February 2020** before **12H00**.

**The following terms and conditions shall apply:**

1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.
2. Bids 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.
3. Pre-qualification criteria for preferential Procurement for this quotation are as follows:
  - Quotation is only acceptable if a bidder an EME or QSE which at-least 51% owned by Black people.
  - A bidder has a stipulated minimum B-BBEE status level 1
  - A quotation which fails to meet any pre-qualification criteria stipulated in the quotation is an unacceptable quotation.

4. The Relevant MBD 4 forms **must** be completed and submitted with the quotation, which can be downloaded from the municipality's website [www.tswelopele.gov.za](http://www.tswelopele.gov.za) – Information Centre – Document Library – SCM Forms – MBD Forms – MBD 4: Declaration of interest. Quotations without signed Declaration of interest will not be considered.
5. Bidders **must** submit a Valid Tax Clearance Certificate or an authorised PIN obtained at SARS and tax status will be assessed just before an award, if there is a non-compliance on tax status upon award, the quotation will be disqualified.
6. 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 accounting officers with a practice number or a sworn Affidavit.
7. Suppliers should be registered with Centralised Suppliers Database with National treasury and MAAA number must accompany a quotation.
8. **Quotations which do not have all and correct items requested will be rejected.**
9. **Bidders who do not have a Vat registration and are not registered for Vat, must not split the VAT Portion amount from the grand total, for such the Municipality will consider total before Vat as the bidder is not eligible to charge VAT.**
10. Non-adherence to any of the conditions may lead to your quotation not to be considered.
11. 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**  
**31/01/2020**