



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

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 04 OF 2019/2020
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	Bidders 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	90	Pentel 0.5 pens	Blue, Black & red (30 each colour)					
4	20	HB Pencil						
5	10	Pritt	43g					
6	10	Correction Pens (tip ex)						
7	10	Staplers	DS210 full strip plastic					
8	2	staples	23/8					
9	2	staples	23/13					
10	2	23/11	23/11					

No	QTY	DETAILED DESCRIPTION / SPECIFICATION	Sizes	Bidders brand offered	Unit Price	Total Price	VAT NB* if VAT registered	Grand Total
11	2	Inkjet – laser/ Mailing labels	W100 A4 37*7mm (24up)					
12	10	Highlighters						
13	15	Post it pads	Small					
14	15	Post it pads	Medium					
15	15	Post it pads	Large					
16	5	Punchers	30 sheets (2 holes)					
17	10	Rulers						
18		Canon (MF746Cx) catridge 055	2 xBlack, 1xMagenta, 1xCyan, 1x Yellow and 1 Cyan					
19		HP Laserjet Pro M477 Catridges 410A	6X Black, 3x Magenta, 3x Yellow and 3x Cyan					

All quotations must be faxed to 086 539 3183, or e-mailed at loapep@tswelopele.org not later than Tuesday, **06th of October 2020**.

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 bidder is an EME or QSE which 51% owned by black people living in rural or underdeveloped arrears or township

- 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. **The Municipality will not allow any additional cost or price increase after an award of the quotation, the quoted price and award price will be the expected delivery price.**
 11. **No payment will be done whole or partially prior to delivery of goods**
 12. Non-adherence to any of the conditions may lead to your quotation not to be considered.
 13. 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
29-09-2020