



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 13 OF 2020/2021
SUPPLY AND DELIVERY OF STATIONERY**

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

- Stationery and Catridges:

Specifications as follows:

No	QTY	DETAILED DESCRIPTION / SPECIFICATION	Sizes	Bidders brand offered	Unit Price	Total Price	VAT NB* if VAT registered	Grand Total
1	100 Boxes	White Photocopying paper	500 reams					
2	5 boxes	Dark Green Photocopying paper	25 reams					
3	150	Leve Arch Files						

No	QTY	DETAILED DESCRIPTION / SPECIFICATION	Sizes	Bidders brand offered	Unit Price	Total Price	VAT NB* if VAT registered	Grand Total
4	60	Cello Trimate	0.7mm Black					
5	60	Cello Trimate	0.7mm red					
6	60	Cello Trimate	0.7mm Blue					
7	10	Bic Black						
8	10	Blue						
9	10	eraser						
10	10	Bostik						
11	10	Ruler						
12	20	Artline 700 Black						
13	10	Post It Pads	Small					
14	10	Stapler						
15	10	Exam Pads						
16	3	CF 413A 410 magenta						
17	3	410 Cyan						
18	3	410 Yellow						
19	5	410 Black						
20	10	85A CE285A						

All quotations must be faxed to 086 539 3183, or e-mailed at loapep@tswelopele.org not later than 01st of February 2021.

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 atleast 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. 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
25-01-2021