



**MOHOKARE**  
LOCAL MUNICIPALITY

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## REQUEST FOR QUOTATIONS

### SUPPLY AND DELIVERY OF OFFICE STATIONERY

<b>SCM CONTACT PERSON:</b>	Mr. P Dyonase
<b>TELEPHONE NUMBER:</b>	(051) 673-9600
<b>E-MAIL ADDRESS:</b>	<a href="mailto:phakamisa@mohokare.gov.za">phakamisa@mohokare.gov.za</a>
<b>TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:</b>	Mrs. Ria Van Pletzen Senior Manager Administration <a href="mailto:ria@mohokare.gov.za">ria@mohokare.gov.za</a> 051 673-9600
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, " <b>SCM/MOH/20/RFQ/2019 SUPPLY AND DELIVERY OF OFFICE STATIONERY</b> ", can be submitted: By hand to: Mohokare Local Municipality Hoofd Street Zastron 9950  Bid documents must reach the Municipal Tender Box before the Closing date and time.
<b>REFERENCE NUMBER:</b>	SCM/MOH/20/RFQ/2019
<b>BID VALIDITY PERIOD:</b>	120 days (Commencing from the RFQ closing date)
<b>ADVERTISEMENT DATE:</b>	18/07/2019
<b>CLOSING DATE:</b>	26/07/2019
<b>CLOSING TIME:</b>	14:00
<b>COMPULSORY SITE MEETING :</b>	None

#### **PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000**

*This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act,2000:Preferential Procurement Regulations,2017 It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: [www.treasury.gov](http://www.treasury.gov)).*

**NB!! BBEE CERTIFICATES FROM ACCREDITED RATING AGENCY TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.**

## Scope of work

<b><u>Item</u></b>	<b><u>Desceiption</u></b>	<b><u>Quantity</u></b>
01	A4 notebook hardcover	2 boxes
02	Permanent maker	5 boxes
03	Flags multicolour	10 boxes
04	Stapler standard	15
05	Staples medium and heavy	50 pocket
06	Note Pads Message	2 boxes
07	Metal fasteners	20 boxes
08	Assorted Highlighters	1 box
09	A4 Brown envelopes box	20 boxes
10	A3 envelopes	10 boxes
11	A3 envolpes	10 boxes
12	A3 brown envelopes box	10 boxes
13	Staples	10 boxes
14	Binding covers	10 boxes
15	Scissor	5
16	Giant stapler	2
17	B210 HP Calculator	10 units
18	A4 transparency	10 boxes
19	Rexel P265 perforator	2
20	Board dividers (Jan-Dec)	100 packs
21	Board dividers (1-31days)	100 packs
22	Board divider (A-Z)	100 packs
23	File Folders Plastic	100 packs
24	A3 Normal postage envelopes	5 boxes
25	File Folders (hardcover)	10 boxes
26	DC Fix	8 boxes
27	Clutch Pencil with leads	1 boxes
28	Red Pens (Pilot G-2 07)	10 boxes
29	Black Pens (Pilot-2 07)	10 boxes
30	Rulers	2 boxes
31	Blck Pens ( Normal)	30 boxes
32	Red Pen (Normal )	30 boxes
33	Eraser	2 boxes
34	Paper Clips	20 boxes
35	Laser Pointer	20 boxes
36	Exam Pads	2 boxes
37	Folders	5 boxes

**The following conditions will apply:**

- The price quoted must be firm and must be inclusive of VAT when applicable.
- Quotations must be submitted on your company official documentation with letterhead alternatively signed and stamped
- Attach certified B-BBEE certificate issued by SANAS accredited agencies or Certifite Sworn Affidavit when applicable to qualify for points.
- Original Tax Clearance Certificate or Sufficient Evidence that Tax matters are in order with SARS must be attached.
- Attach CSD report not older than three months.
- Only an official order and appointment letter will bind the municipality.

**Attach and complete following documents obtainable from the municipal website**

- MBD4 (Declaration of Interest)
- MBD8 (Declaration of Bidder's Past Supply Chain Management Practices)
- MBD9 (Certificate of Independent Bid Determination)

**NB:** The following shall not be considered:-

- (a) Quotations received after the closing date and time determined here-in.
- (b) Quotations of which the envelopes have not been duly marked for identification.
- (c) Telegraphic, faxed and telephonic tenders or those completed in pencil.
- (d) Tenders listed in the National Treasury's register of defaulters

**Evaluation Criteria**

- No Functionality criteria will be applicable.
- The final evaluation will be done in terms of the Council's Supply Chain Management Policy which states 80 for price and the remaining 20 for B-BBEE.

There will **no public opening** of the bids received and there will be no discussions with any bidder until evaluation of the bid has been completed.

**Vendors Registration:**

It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

**No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.**

**NOTE: "The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made."**

**NB:** No quotations will be considered from persons in the service of the state

*\*MSCM Regulations: "in the service of the state" means to be –*

*(a) a member of –*

*(i) any municipal council*

*(ii) any provincial legislature; or*

*(iii) the national Assembly or the national Council of provinces;*

*(b) a member of the board of directors of any municipal entity;*

*(c) an official of any municipality or municipal entity*

*(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999*

*(e) a member of the accounting authority of any national or provincial public entity; or*

*(f) an employee of Parliament or a provincial legislature*

Yours Faithfully

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**Mr. Selby Selepe**  
**Municipal Manager**