



REQUEST FOR QUOTATIONS

SUPPLY AND DELIVERY OF CARTRIDGES

SCM CONTACT PERSON	Mr P Dyonase
TELEPHONE NUMBER:	(051) 673-9617
FAX NUMBER:	(051) 673-1550
TECHNICAL ENQUIRIES :	Mr L Phethuka IT Administrator
TELEPHONE NUMBER:	(051) 673-1503
FAX NUMBER:	(051) 673-1788
REFERENCE:	SCM/MOH/79/2013
DESCRIPTION	Supply and delivery of cartridges
ADVERTISEMENT DATE:	31/07/2013
CLOSING DATE:	07/08/2013
CLOSING TIME:	12:00
COMPULSORY SITE MEETING :	No
SITE MEETING VENUE	N/A
SITE MEETING DATE	N/A
SITE MEETING TIME	N/A
PUBLIC OPENING	No

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 2011. 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).

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

ITEM	QUANTITY	DESCRIPTION
01	05	HP 131 BLACK
02	05	HP 135 COLOUR
03	04	SPC420 BLACK CARTRIDGE
04	02	SPC420 MAGENTA CARTRIDGE

05	02	SPC420 CYAN CARTRIDGE
06	03	SPC420 BLACK CARTRIDGE
07	02	SPC220 MAGENTA CARTRIDGE
08	02	SPC220 YELLOW CARTRIDGE
09	02	SPC220 CYAN CARTRIDGE
10	04	SP330CN BLACK CARTRIDGE
11	01	SP4210 BLACK CARTRIDGE
12	03	HP LASER JET 1022 BLACK

NB!!

Compulsory Documentation to be attached to Quotation, failure to submit valid documents as specified below will invalidate the offer.

Please deposit Quotation in the Quotation box situated at the Municipal Offices.

NB!!

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp.

Failure to comply with the above **will invalidate** the Quotation.

Attach all required documentation e.g. Tax Clearance and BBBEE certificate.

Vendors Registration:

Prospective Vendors, who are not yet registered on Municipal Supplier Database, must submit a completed application form to Municipal Supply Chain Unit on, or before the Quotation closing date.

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

Mr CT Panyani
Municipal Manager