

MOHOKARE
LOCAL MUNICIPALITY

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REQUEST FOR QUOTATIONS

SUPPLY AND DELIVERY OF STATIONERY

SCM CONTACT PERSON:	Mr. T. Lebete
TELEPHONE NUMBER:	(064) 472 2549
E-MAIL ADDRESS:	thabiso@mohokare.gov.za
TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:	Mrs. Mangaka Lekwene Senior Administration Officer mangakalekwene@gmail.com (083) 569 1554
SUBMISSIONS:	Sealed quotations clearly marked, "SCM/MOH/28/RFQ/2026 SUPPLY AND DELIVERY OF STATIONERY", 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.
REFERENCE NUMBER:	SCM/MOH/28/RFQ/2026
BID VALIDITY PERIOD:	90 days (Commencing from the RFQ closing date)
ADVERTISEMENT DATE:	17/08/2026
CLOSING DATE:	25/08/2026
CLOSING TIME:	16:00
COMPULSORY SITE MEETING :	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, 2022. 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!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY AND SUFFICIENT PROOF TO CLAIM POINTS FOR SPECIFIC GOALS TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVE MENTIONED REGULATION.

Scope of Work

SUPPLY AND DILIVERY OF STATIONERY

Description	Quantity
1. Arch files	50 Boxes 20x file per Box
2. A4 Holder Plastic (Plastic filing Pockets 100s)	6 Boxes
3. A4 Notebook Hardcovers	50 Note Boxes
4. Permanent Marker	5 Boxes
5. Flags 5 multicolour-Flags	10 Boxes
6. Scissors	X30
7. Medium Stapler	X30
8. Clutch Pencil and Lead	10 Boxes
9. Note Pads (Message Pads)	10 Boxes
10. Memory Stick (8gb)	2 Boxes
11. Assorted Highlighters	X30
12. A4 Brown Envelopes	X10 Boxes
13. Normal Postage Envelopes (Small)	2 Boxes
14. Red Pens	20 Boxes
15. Black Pens	30 Boxes
16. Arch File (Blue)	20 Boxes
17. A4 Transparancies	2 Boxes
18. Suspension Files	3 Boxes
19. P265 Perforator	X20
20. Giant Stapler	X6
21. Affordable A4 Plastic Punched Pocket Folder Filling	X100
22. Light-ahead LA 7550 Clear Document Policy Folder Snap Button	X40
23. Clip-Board	X5
24. Erasers	2 Boxes
25. File Hoder (Hardcover)	2 Boxes
26. Paper Binders	100x645=32 5 Boxes
27. Storage Boxes with a Lid	100

The following conditions will apply:

- The quoted price must be firm and inclusive of VAT, when applicable.
- Quotations must be submitted on your company's official documentation with a letterhead, and must be signed and stamped.
- Provide proof that the supplier meets the criteria of specific goals listed below to qualify for points.
- An original Tax Clearance Certificate or sufficient evidence that tax matters are in order with SARS must be attached.
- Attach a 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
(Failure to do so will result in your bid be disqualified)**

- MBD4 (Declaration of Interest)
- MBD 6.1 (Preference Points Claim Form in Terms of The Preferential Procurement Regulations 2022)
- 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

- Submit proof of related projects previous completed
- The final evaluation will be done in terms of the Mohokare's Preferential Procurement Policy which states 80 for price and the remaining 20 for Specific goals

Evaluation Criteria for Specific goals

Specific Goals will be awarded as follows

Local area of supplier	Number of Points for Preference	
	80/20	90/10
Within the boundaries of the Mohokare local municipality	10	5
Within the boundaries of Xhariep District	6	3
Within the boundaries of the Free State	4	2
Outside of the boundaries of the Free State	2	1

Municipal Account or Lease Agreement of Company to be obtained as evidence

Black owned	Number of Points for Preference (80/20)	Number of Points for Preference (90/10)
100%	10	5
51% and above but less than 100 %	8	4
less than 51%	6	3
not black owned	4	2

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

Vendors Registration:

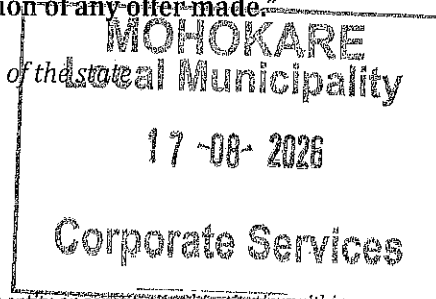
It is the responsibility of the service provider to ensure that he/she is registered on CSD before submitting the Bid document.

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



Recommended / Not Recommended

Mr. V. Litabe
Acting - Chief Financial Officer

Approved / Not Approved

Mr. M. Mohale
Acting-Municipal Manager