



## REQUEST FOR QUOTATIONS

### **SUPPLY AND DELIVERY OF STATIONERY**

SCM CONTACT PERSON	Mr P Dyonase
TELEPHONE NUMBER:	(051) 673-9617
FAX NUMBER:	(051) 673-1550
REFERENCE:	SCM/MOH/42/2014
DESCRIPTION:	Supply and Delivery of Stationery
ADVERTISEMENT DATE:	05/06/2014
CLOSING DATE:	13/06/2014
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](http://www.treasury.gov)).*

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

<b>ITEM</b>	<b>QUANTITY</b>	<b>DESCRIPTION</b>
01	16 Boxes of 50 per Box	Arch Files
02	(4 boxes blue + 4 box yellow) of 25 per Bo	Suspension files
03	1 Box of 25 per box	Reconciliation files
04	40 Packs of 100 per Pack	File dividers
05	27 Boxes of 50 per Box	2 Pin Metallic File Fasteners
06	5 Packs of 100 per Pack	Plastic File Dividers

07	25pcs/each pad x 41	Repositionable Multi-coloured Self adhesive Flags
08	86 Boxes	A4 Boxes Rotatrim
09	5 Boxes of 50	Pilot G-2 07 pens
10	10 Boxes of 50 per Box	Black pens
11	1 Box	Page markers
12	2 Box	Black marking pens
13	1 Box	Marking pens different colours
14	3 Boxes of 50 per Box	Pencils
15	1 Box of 50 per Box	Erasers'
16	1 Box of 50 per Box	Rulers
17	40 Boxes	Staples Standard 26/6
18	28 medium size and 3 giant	Metal Staplers
19	2 Boxes	Giant Staples
20	1 Box of 20 per Box	Staples remover
21	6 Packs of 100 per pack	A4 Hard covers (for binding)
22	Pack of 30	A4 Notebooks 288 pages
23	Pack of 20	A5 Notebooks hardcover
24	Pack of 10	Exam pads
25	Pack of 20	Multi-coloured Message pads
26	Pack of 10	Note pads
27	4 Boxes of 100 per box	A4 size envelopes
28	6 Boxes of 100 per box	(A5) Small envelopes (with letterhead)
29	30 or 1 Pack of 30	Bostic
30	30 or 1 Pack of 30	Prit
31	5 medium size + 2 big size	Punchers
32	30 or 1 pack of 30	Paper Scissors
33	15	Memory sticks (4GB Transcend)
34	3	Scientific Calculators (Casio)
35	4 (normal size)	Sharp Calculators (not scientific)
36	10	Trays for mails
37	20	Key holders with markings
38	2	Paper shredding machine
39	10	Name tags
40	1	Thick/broad sellotape
41	2 Boxes	Laminating Poucher A4
42	2 Boxes	Laminating Poucher A3
43	1	Flip Chart
44	2 Boxes of 25 per Box	Flip file (dividers)
45		
46	10 Boxes	Paper Clips 33mm PVC
47	5 Boxes	Clips (big)
48	3 Packs of 100	Blue folders
49	1	A4 Diary
50	2	Flip Chart Stands
51	4 Rolls	Flip Chart Paper
52	1 Pack of 100	Clear Transparencies
53	1 Pack of 100	White Cover Charts
54	5	White Erasable Board Markers, black
55	5	White Erasable Board Markers, multi-coloured
56	1 Box	Binders (10mm)

57	1 Box	Hardcover
58	10	Glue Stick
59	4 Boxes	Binding rings 10mm
60	4 Boxes	Binding rings 12mm
61	4 Boxes	Binding rings 14mm
62	4 Boxes	Binding rings 16mm
63	4 Boxes	Binding rings 22mm
64	4 Boxes	Binding rings 25mm
65	4 Boxes	Binding rings 28mm
66	4 Boxes	Binding rings 32mm
67	4 Boxes	Binding rings 38mm
68	4 Boxes	Binding rings 45mm
69	4 Boxes	Binding rings 51mm
70	1 Box	Binding covers
71	1 Box	Green papers
72	1 Box	Yellow papers
73	1 Box	Pink papers
74	1 box of 25 per box	File folders plastic
75	2	Desk paper holder
76	2	Tipex
77	50	A4 Grey econo container
78	10	Econo container labels
79	12	Off-site container boxes
80	12	Foolscap jumbo archieve
81	5	A4 PVC Lever Arch Files (Red)
82	5	A4 PVC Lever Arch Files (Black)
83	5	A4 PVC Lever Arch Files (Blue)
84	5	A4 PVC Lever Arch Files (Green)
85	300	Brown Files

**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, declaration of interest (obtainable from the Municipality's website) 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 with in 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. TC Panyani**  
**Municipal Manager**