



**MOHOKARE**  
LOCAL MUNICIPALITY

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## REQUEST FOR QUOTATIONS

### SUPPLY AND DELIVERY OF STATIONERY

<b>SCM CONTACT PERSON:</b>	Mr. P. Lesenyeho
<b>TELEPHONE NUMBER:</b>	(051) 673-9600/ 061 267 1582
<b>E-MAIL ADDRESS:</b>	<a href="mailto:pule@mohokare.gov.za">pule@mohokare.gov.za</a>
<b>TECHNICAL ENQUIRIES/ADDITIONAL INFORMATION:</b>	Mrs. M.Lekwene SNR. Administration Officer <a href="mailto:mangakal@mohokare.gov.za">mangakal@mohokare.gov.za</a> 060 560 3189
<b>SUBMISSIONS:</b>	Sealed quotations clearly marked, "SCM/MOH/22/RFQ/2022 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.
<b>REFERENCE NUMBER:</b>	SCM/MOH/22/RFQ/2022
<b>BID VALIDITY PERIOD:</b>	120 days (Commencing from the RFQ closing date)
<b>ADVERTISEMENT DATE:</b>	22/07/2022
<b>CLOSING DATE:</b>	01/08/2022
<b>CLOSING TIME:</b>	16:30
<b>COMPULSORY SITE MEETING :</b>	N/A
<p align="center"><b><u>PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000</u></b></p> <p><i>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: <a href="http://www.treasury.gov">www.treasury.gov</a>).</i></p> <p><b>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></p>	

## **Scope Of Work**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>
1.	Arch Files	50 Boxes
2.	A4 Notebook Hardcovers	50 Note Books
3.	Permanent Marker	5 boxes
4.	Flags 5 Multicolour- Flags	10 boxes
5.	Small Staplers	X 30
6.	Medium Stapler	X 30
7.	Message Pads	10 boxes
8.	Scissors	X 50
9.	Assorted Highlighters	10 boxes
10	Exam Pad	10 boxes
11	A4 Brown Envelopes	10 boxes
12	A3 Brown Envelopes	10 boxes
13	C3 Brown Envelopes	10 boxes
14	Gaint Stapler	X 6
15	Rexel P265 Perforator	X 20
16	File Holder Plastic	3 boxes
17	Suspension Files	3 boxes
18	File Folders [ Hard Cover]	2 boxes
19	Bantex File[ Blue]	2 boxes
20	Black Pens[Pilot G-2 07]	20 boxes
21	Red Pens[Pilot G-2 07]	20 boxes
22	Memory Sticks[8gb]	X 20
23	Clutch Pencil and Lead	2 boxes
24	Laser Point	X10
25	Celotape(big brown)	1xBox
26	Tipex	1x box

### **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 Certified 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 oppointment letter will bind the municipality.

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

- MBD4 (Declaration of Interrest)
- 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 be **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**