



## REQUEST FOR QUOTATIONS

### SUPPLY AND DELIVERY OF STATIONERY

<b>SCM CONTACT PERSON:</b>	Mr P Dyonase
<b>TELEPHONE NUMBER:</b>	(015) 673-9600
<b>FAX NUMBER:</b>	(051) 673-1550
<b>REFERENCE:</b>	SCM/MOH/79/2012
<b>DESCRIPTION:</b>	Supply and Delivery of Stationery
<b>ADVERTISEMENT DATE:</b>	18/09/2012
<b>CLOSING DATE:</b>	26/09/2012
<b>CLOSING TIME:</b>	12:00
<b>COMPULSORY SITE MEETING:</b>	No
<b>SITE MEETING VENUE:</b>	N/A
<b>SITE MEETING DATE:</b>	N/A
<b>SITE MEETING TIME:</b>	N/A
<b>PUBLIC OPENING:</b>	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.**

ITEM	QUANTITY	DESCRIPTION
1	50 Boxes	Arch Files
2	15 Bundles	File Dividers
3	20	Giant Staplers
4	80	A4 Notebook hardcover
5	50 Boxes	Permanent Maker
6	100 Packets	Flags 5Multicolour - Flags
7	50 Boxes	Glue Stick
8	18	Stapler
9	20 Packets	Staples
10	50	Note Pads
11	50 Boxes	Metal Fasteners
12	20	Multi-Colour Highlighters
13	50	A4 White Envelopes box
14	10	Giant Punchers
15	20	Desk pads
16	10	Trays (in/out)
17	50	Calculators
18	20	Binding rings 16mm
19	20	Binding rings 22mm
20	20	Binding rings 25mm
21	1 Box	Binding covers
22	1 Box	Green papers
23	1 Box	Yellow papers
24	1 Box	Pink Papers
25	3	Desk calendar
26	5	Stationary Holders
27	3	Year Planner Calendar
28	4	Scissors
29	5	Giant stapler
30	1	Big Registry book
31	5	Dairies
32	4	Dustbin
33	1	Rexel P265 Perforator
34	1 Box	Penguin Transparencies
35	20	File folders Plastic
36	100	Board dividers (Jan – Dec)
37	100	Board dividers (1 – 31days)
38	100	Board dividers (A – Z )
39	100	Cartridge for N470 inkjet printer (B&Coulor)
40	2Boxes	A4 Brown Envelops
41	2Boxes	A3 Normal postage envelope

42	400	File Folders ( hardcover)
43	11	Desk Buddy
44	4 rolls	DC Fix
45	1 Box	Clutch Pencils with leads
46	4Boxes	Red Pens (Pilot G-2 07)
47	4Boxes	Black Pens (Pilot G-2 07)
48	16	Rulers
49	16	Erasers
50	16 Boxes	Paper Clips
51	10	Message Pads
52	50	Exam Pads
53	20	Calculator Sharp EL2128
56	100 in a pack X5	Folders
57	50 packets	Prestik

**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: "Council 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 JV Nkosi***

***Head: Supply Chain Management***