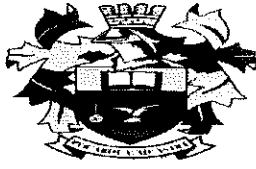


REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF STATIONERY



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

Private Bag X 1005
Balfour, 2410
Tel: (017) 773-0055
Fax: (017) 773-0169
Email: dipaleseng@worldonline.co.za

REQUEST FOR QUOTATION

Date: 22 FEBRUARY 2023
34/2022/2023

REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF STATIONERY (ARCHIVAL BOXES, ARCHIVAL CONTAINERS AND 6 DOUBLE QUIRE EXERCISE BOOKS

Quotations are hereby invited from the accredited services providers for **SUPPLY AND DELIVERY OF STATIONERY (ARCHIVAL BOXES, ARCHIVAL CONTAINERS AND 6 DOUBLE QUIRE EXERCISE BOOKS.**

The 80\20 preference point system will be used when evaluating the quotation, which is in terms of PPPFA and the SCM policy of the municipality. Preferential Procurement Policy Framework will be evaluated as follows:

Price = 80
Specific Goals = 20
Total = 100

The specifications is as Follows;

Service providers must be registered with the Central Supplier Database www.csd.gov.za for their quotations to be considered.

Quantity	SPECIFICATION/Description of Work
50	A4 Archive Boxes that holds the contents of 2 lever arch Binders ,Flip Open Lid for easy access) Kraft Colour Size 245L X 330W X 215D
50	A4 Archive Boxes that holds the contents of 4 lever arch Binders ,Two A4 Container fits in once container (Kraft Colour Size 245L X 330WX215D)
6	2 Quire Exercise Books

NB: Points for this advert shall be evaluated on Pricing and Specific Goals as follows

The Specific Goals allocated Points in terms of this tender/RFQ	20 Points Allocation
Gender (Maximum Points) – Maximum Points 5	Female – 5
	Male - 0
Disability Maximum Points -5	5
Race Maximum Points -2	Black – 2
	Indian – 0.5
	Coloured-0.5
Locality (Maximum Points) 8	Within the boundaries of the Dipaleseng Local Municipality – 8
	Within Gert Sibande District -5
	Within Mpumalanga Province -3
	Outside Mpumalanga Province -0

REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF STATIONERY

REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF STATIONERY

NB THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE QUOTAION

- 1.1.1. COPY OF MEDICAL ASSESSMENT REPORT FROM MEDICAL DOCTOR IN CASE THE DIRECTOR OR MEMBER OF THE COMPANY IS DISABLE
- 1.1.2. COPY OF CERTIFIED ID MUST BE ATTACHED (TO CLAIM POINTS ON GENDER AND RACE)
- 1.1.3. CERTIFICATE & DECLARATION OF INTEREST (MBD 4)
- 1.1.4. TSC PIN CERTIFICATE
- 1.1.5. PROOF OF RESINDENCE (TO CLAIM POINTS ON LOCALITY)

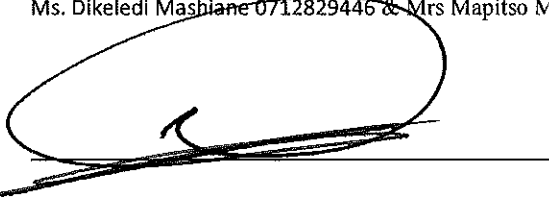
Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY" REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF STATIONERY (ARCHIVAL BOXES, ARCHIVAL CONTAINERS AND 6 DOUBLE QUIRE EXERCISE BOOKS" – CLOSING DATE: 01 March 2023** must be placed in the Tender box at Dipaleseng Local Municipality's Offices, Cnr Johnny Mokoena Drive & Themba Shozi Street in Balfour, not later than 12H00 on 01 March 2023.

Late submission will not be accepted and Dipaleseng local municipality does not bind itself to accept the lowest or any submitted quotation .Dipaleseng local municipality reserves the right to accept a quotation as a whole or in part .

N: B NO EMAILED QUOTAION WILL BE CONSIDERED

Enquiries:

Ms. Dikeledi Mashiane 0712829446 & Mrs Mapitso Mngomezulu 079 888 1654.



**MR LWAZI CINDI
MUNICIPAL MANAGER**