

REQUEST FOR QUOTATION SUPPLY AND DELIVERY STATIONERY



*Dipaleseng Municipality*

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Address all correspondence to the Municipal Manager

REQUEST FOR QUOTATION

Date: 14 APRIL 2023  
47/2022/2023

REQUEST FOR QUOTATION SUPPLY AND DELIVERY FOR STATIONERY

Quotations are hereby invited from the accredited services providers for **REQUEST FOR QUOTATION SUPPLY AND DELIVERY STATIONERY**

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](http://www.csd.gov.za) for their quotations to be considered.

Quantity	SPECIFICATION/Description of Work
200	Boxes of A4 Typek
300	Arch lever files
30	Staplers (26/2)
50	Boxe4s of staples (26/2)
20	Medium Puncher
05	Big Puncher
50	Stapel remover
50	Cube refill notes
50	Sign here stickers
50	Boxes black Pen
50	Boxes of highlighters all colours
50	Boxes A4 envelops
10	Bostik
50	A4 2 Quire books
15	Scissors
50	Marking Pen (Black)
40	Sellotape (48mm x 50mm)
15	Permanent marker (Black)
15	Permanent marker (Red)
50	USB
10	Tipex
10	Calculator (Sharp Elsimate EL92c)
30	File Fasteners
100	Blue accessible files
50	Frosted Sheets
10	White hard papers
10	Blue hard papers
10	Yellow hard papers
50	Stick' Cube / Sticky Notes

REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF STATIONERY

## REQUEST FOR QUOTATION SUPPLY AND DELIVERY STATIONERY

**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
	None -0
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

### **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 )AND IT MUST NOT BE OLDER THAN 3 MONTHS CERTIFIED )
- 1.1.3. CERTIFIED COPY OF CK/COMPANY REGISTRAION ( THE CERTIFICATION MUST NOT BE OLDER THAN 3 MONTHS )
- 1.1.4. DECLARATION OF INTEREST (MBD 4)
- 1.1.5. TSC PIN CERTIFICATE
- 1.1.6. PROOF OF RESINDENCE NOT OLDER THAN THREE MONTHS
- 1.1.7. CERTIFICATE BBBEE OR SWORN AFFIDAVIT VALID FOR 12 MONTHS

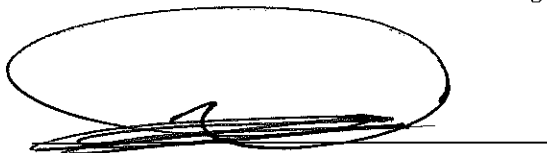
Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY" REQUEST FOR QUOTATION SUPPLY AND DELIVERY OF RENOVATING MATERIAL" – CLOSING DATE 22 APRIL 2023** must be placed in the Tender box at Dipaleseng Local Municipality's Offices, Cnr Johnny Mokoena Drive & Themba Shoji Street in Balfour, not later than 12HOO on **22 APRIL 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 **M.T Mngomezulu**



**MR LWAZI CINDI  
MUNICIPAL MANAGER**