

REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY



Dipaleseng Municipality

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Address all correspondence to the Municipal Manager

REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY

Date: 26 APRIL 2024

29/2023/2024

Quotations are hereby invited from the accredited services providers for supply and delivery of office 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 |

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

The specifications is as Follows:

| Quantity | Description |
|----------|-----------------------------------------------------------|
| 250 | Boxes of A4 Typek white papers |
| 30 | Boxes of Staples (26/6) |
| 20 | Staples remover |
| 30 | Staplers (26/2) |
| 300 | Arch Lever Files |
| 50 | Pack of Sellotape/Barging Tape (Colour Clear) 48mm x 50mm |
| 15 | Big Puncher (Heavy Duty) |
| 20 | Medium Puncher |
| 40 | Sign here Stickers |
| 30 | Boxes of File Fastener |
| 40 | Sticky Notes |
| 40 | Boxes of black pen |
| 1 | Box of A4 Frosted Sheet |
| 5 | Boxes of A3 papers |
| 5 | Pack of A4 White hard papers (160 GSM Board) |
| 2 | Pack of A4 Pink and Blue Hard papers (160 GSM Board) |

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| | |
|------------------|--------------------------------------|
| 20 | 2 Quire Note Books |
| 500 | Blue accessible files |
| 20 x Boxes | Fold back Clips 32mm |
| 20 x Boxes | Fold back Clips 51mm |
| 2 boxes per size | Paper clips Small , medium and large |
| 5 | Rulers 30cm |
| 6 | Scissors 210mm |
| 10 | Black Permanent Markers |
| 10 | Red permanent markers |
| 5 | Pack of 10 Pencils |
| 100 | AA 1.5 V |
| 100 | AAA 1.5 V |
| 10 | Tipex |
| 10 | Bostik |
| 50 | Memory Stick (USB) |
| 4 | 8 way Multi plug |
| 40 | Fuel Logbooks |
| 50 | Fuel Receipt books |
| 3 Boxes | Elastic Bands |
| 20 | Steel Pen Holders |
| 20 | Steel Office small dust bins |

Bid to be evaluated on Pricing and Specific Goals as follows

| The Specific Goals allocated Points in terms of this tender | 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 |

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N:B PRE- EVALUATION DISQUALIFICATION CRITERIA

- Copy Of Medical Assessment Report From Medical Doctor/Institution In Case the Director or Member of the Company Is Disabled, The points will be allocated on the Specific Goals and this is not a disqualification criteria should the Bidder not submit.
- Copy Of Certified ID Must Be Attached (It Must Not Be Certified for More Than 3 Months)
- Declaration of Interest (MBD 4) not SBD 4
- Company Registration (CK)
- TSCP Certificate
- Proof Of Municipal Account, And if the Company is leasing the lease agreement must be attached together with the Municipal Accounts in the same address of the lease Agreement whether of the Director of the Company or the Company
- Certified BBBEE or Sworn Affidavit Valid For 12 Months.

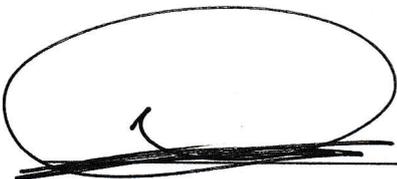
Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY" REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY" – CLOSING DATE: 03 MAY 2024** must be placed in the Tender box at Dipaleseng Local Municipality's Offices, Cnr Johnny Mokoena Drive & Themba Shozi Street in Balfour, not later than 12HOO on 03 MAY 2024.

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 & Ms Phumudzo Ntlatlane 066 282 5144



**MR L. CINDI
MUNICIPAL MANAGER**