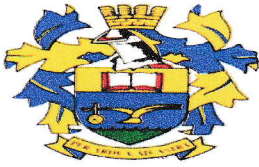


## REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY



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](mailto:dipaleseng@worldonline.co.za)

## 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](http://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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# REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY

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

## REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY

### 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

A handwritten signature in black ink, consisting of a large, loopy 'C' followed by a horizontal line, positioned above a solid horizontal line.

**MR L. CINDI  
MUNICIPAL MANAGER**