



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

14 FEBRUARY 2025

REF: 15/2024/2025

### REQUEST FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY

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.

Quantity	Specification
200 Boxes	A4 White papers
10	Giant staplers
20 boxes	Giant Staplets
10	Giant Punchers
10 Boxes	Black pens
200	Hanging Files
200	Sealer tape
100	Pencils
50	Sharpeners
50	Erasers
100	Permanent Black Markers
10	White Board Markers
3	White Boards
200	Lever Arch Files
5 Boxes	Soft Different Colored Papers
10	Hard Cover books
1 Box	Frostat sheets
2 Boxes	A5 Envelopes
15	Scissors
20	Endorsement Black Ink

## SUPPLY AND DELIVERY OF OFFICE FURNITURE

10	Mail Drawers
30	Small Staplers
30	Small Staplets
50	Exam Pads
15	Calculators
10 Boxes	different Colored Highlighters
200	Paper Files

### 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 – 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 Location Municipality – 8  Within Gert Sibande District – 5 Within Mpumalanga Province – 3  Outside Mpumalanga Province – 0

### NB 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 ( Not older than 3 Months)
- Declaration of interest (MBD 4) NOT SBD 4
- Certified 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 Account/Tax Invoice in the same address of the lease agreement/owner whether of the Director of the company or the company and it must not be owing for more than 90 days.
- BBBEE or Sworn Affidavit Valid for 12 Months
- Local Content production of minimum threshold of 100% for All types of plastics including annexure C.D.E

## SUPPLY AND DELIVERY OF OFFICE FURNITURE

Duly completed RFQ's must be sealed in an envelope clearly marked: **MUNICIPAL MANAGER, DIPALESENG LOCAL MUNICIPALITY" SUPPLY AND DELIVERY OF OFFICE STATIONERY**

– **CLOSING DATE 21 FEBRUARY 2025** 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 **21 FEBRUARY 2025**.

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.

Ms Dikeledi Mashiane 0712829446



**MR L CINDI**  
**MUNICIPAL MANAGER**