



Address all correspondence to the Municipal Manager

Dipaleseng Municipality

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Balfour, 2410
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RE - ADVERT REQUEST FOR QUOTATION

05 March 2025

REF: 15/2024/2025 (RE-ADVERT)

REQUEST FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY (RE – ADVERT)

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.

Quantity	Specification
200 Boxes	A4 White papers
10	Giant staplers
20 boxes	Giant Staplets
10	Giant Punchers
10 Boxes of 100 units	Black pens Fine Point
200	Hanging Files
200 Large core 12mm x 33m	Sellotape tape clear Colour
100	Pencils
50	Sharpeners
50	Erasers
30	Permanent Black Markers
20	White Board Markers
3 (900 x 600mm)	White Boards
300	Lever Arch Files
3 Boxes	Soft Different Coloured Papers (Pink, Yellow, Blue)
50	Hard Cover books 2 quire
1 Box	Frostat sheets Clear Colour
1 Boxes	A5 Envelopes Brown
15	Office Scissors

SUPPLY AND DELIVERY OF OFFICE FURNITURE

20	Endorsement Black Ink
10	Mail drawers
30	Small office staplers
30 (Boxes) 20 inside box	Small staplets
15	Office Calculators
300	Blue paper files
2	Big Office stamps

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.
- BBEE or Sworn Affidavit Valid for 12 Months

SUPPLY AND DELIVERY OF OFFICE STATIONERY

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

– **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 **12 MARCH 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.

Enquires should be directed to Ms Phumudzo Ntlatlane 066 282 5144



MR L CINDI
MUNICIPAL MANAGER