



TSWELOPELE

LOCAL MUNICIPALITY
A MUNICIPALITY IN PROGRESS

**PO Box / Posbus 3
BULTFONTEIN
9670**

**Tel: 051 853 1111
Fax: 086 539 3183
E-mail: loapep@tswelopele.org**

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATION
FWPQ 01 OF 2022-2023
SUPPLY AND DELIVERY OF STATIONERY AND CATRIDGES**

Formal written price quotations are hereby requested from competent and reputable service providers to provide:

- Stationery and cartridges for office use

Specifications as follows:

QTY	DETAILED DESCRIPTION/SPECIFICATION	ALTERNATIVE SPECIFICATION	VOTE NUMBER	BUDGET	ACTUAL	AVAILABLE
150	Lever Arch Files					
30 Boxes	White Photocopying Paper A4					
5 Boxes	Dark Green Photocopying Paper A4					
5 Boxes	Blue Photocopying Paper A4					
5 Boxes	Yellow Photocopying Paper A4					
5 Boxes	Red Photocopying Paper A4					
20	Artline 70 (Black)					

QTY	DETAILED DESCRIPTION/SPECIFICATION	ALTERNATIVE SPECIFICATION	VOTE NUMBER	BUDGET	ACTUAL	AVAILABLE
20	Marker 700 (Black)					
30	Gel 0.7 Blue Pens					
30	Gel 0.7 Red Pens					
30	Gel 0.7 Black Pens					
60	Black Pens (ballpoint)					
60	Red Pens (ball point)					
60	Blue Pens (Ball point)					
10	Pencils 180t					
10	Eraser					
10	Bostik					
10	Highlighters					
10	Post It Pads (Small)					
10	Post It Pads (Medium)					
10	Post it Pads (Large)					
10	Pritt					
10	Ruler					
10	Staplers					
10	Punches					
10	Correction Pen (Tip ex)					

QTY	DETAILED DESCRIPTION/SPECIFICATION	ALTERNATIVE SPECIFICATION	VOTE NUMBER	BUDGET	ACTUAL	AVAILABLE
1 Packs	Frosted Sheet					
10	Sharpners					
10	Staples					
1	Heavy Duty Stapler					
2 Boxes	A4 Envelopes					
1 Box	34x70 mm (24 Per A4 Sheet) W100 Inkjet Laser Labels					
10	Easy Fix Rolls					
5 Boxes	A3 White Copying Paper					
1	Heavy Duty Puncher					
1	Heavy Duty Staples (Size 23/10)					
10	Staple Removers					

All quotations must be e-mailed at loapep@tswelopele.org, or hand Delivered to 1 Bosman Street, Civic Centre, bultfontein,9670 (SCM Practitioners office) not later than 27 July 2022

The following terms and conditions shall apply:

1. Formal written Price Quotation must be in the letterhead of the Prospective Service Provider.

2. Delivery of the Goods must be made in Bultfontein Administrative Office.
3. Bidders who did not specify the brand to be offered expose their quotation to a disqualification
4. Formal written price quotations will be evaluated in terms of the preferential Procurement Policy Framework Act using (80/20). Allocation will be 80 preference points for price and 20 preference Points for B-BBEE.
5. The Relevant MBD 4 forms **must** be completed and submitted with the quotation No which can be downloaded from the municipality's website www.tswelopele.gov.za and it is compulsory.
6. Bidders **must** submit a Valid Tax Clearance Certificate or SARS Pin, no Quotation may be awarded to any tenderer/bidder whose tax matters have not been declared by SARS to be in order.
7. Bidders are required to, together with their quotations submit a copy of a valid **B-BBEE certificate** to substantiate their B-BBEE rating claims. Exempted Micro Enterprise must submit a certificate issued by registered auditors or accounting officers with a practice number.
8. Suppliers should be registered with Centralised Suppliers Database with National treasury, Please provide the MAAA Number and only suppliers who did register the relevant commodity or industry on CSD will be considered or advanced to the next stage of evaluation.
9. Prospective suppliers should also note that verification with SARS for tax status, CIPRO for registration of the business and DTI for verification of the Chartered accountant/auditor for BBEE will be done with each and every quotation requested/received.
10. Prices on quotations must be valid for 30 (thirty) days from the closing date.
11. No Payment will be made (in Full or Partially) prior to Delivery of such Goods and the municipality has up to 30 days to settle the account after receiving the relevant invoice / statement from the Service Provider / Suppliers.
12. Bidders who did not quote on all items that are requested expose their quotation to rejection as it affects the comparison of prices thereon.
13. Non-adherence to any of the conditions may lead to your quotation not to be considered.
14. Council reserves the right to not make an appointment on an advertised request for quotation.

SCM related enquires to be directed to **Mrs. Puseletso Loape** at **051 853 1111**

Acting Municipal Manager

B Dikoko
18-07-2022