



**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 2021-2022  
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:**

| No | QTY       | DETAILED DESCRIPTION / SPECIFICATION | Sizes                        | Bidders brand offered | Unit Price | Total Price | VAT NB* if VAT registered | Grand Total |
|----|-----------|--------------------------------------|------------------------------|-----------------------|------------|-------------|---------------------------|-------------|
| 1  | 50        | Lever Arch files                     |                              |                       |            |             |                           |             |
| 2  | 100 boxes | White Photocopying paper             | 500 Reams                    |                       |            |             |                           |             |
| 3  | 60        | Cello Tri-mate 0.7mm                 | Blue, Black (30 each colour) |                       |            |             |                           |             |
| 4  | 20        | HB Pencil                            |                              |                       |            |             |                           |             |
| 5  | 30        | Black Bic Pens                       |                              |                       |            |             |                           |             |
| 6  | 10        | Correction Pens (tip ex)             |                              |                       |            |             |                           |             |
| 7  | 10        | Staplers                             | Normal Office size           |                       |            |             |                           |             |

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|----|------------|---|---|-----------------------|------------|-------------|---------------------------|-------------|
| 8  | 1 box Each | staples                                 | 23/8,23.13,23.17,23.20,23.24.26/6( Normal size and Heavy duty |                       |            |             |                           |             |
| 11 | 15         | Eraser                                  |   |                       |            |             |                           |             |
| 12 | 20         | Highlighters                            |   |                       |            |             |                           |             |
| 13 | 10         | Post it pads                            | Small   |                       |            |             |                           |             |
| 14 | 10         | Post it pads                            | Medium  |                       |            |             |                           |             |
| 15 | 10         | Post it pads                            | Large   |                       |            |             |                           |             |
| 16 | 10         | Punchers                                | 30 sheets (2 holes)   |                       |            |             |                           |             |
| 18 |            | Colour laser jet Pro MFP M 283 Fdw (HP) | 2 x Black, 2xMagenta, 2xCyan, 2x Yellow and 2 Cyan            |                       |            |             |                           |             |
| 19 |            | HP Laserjet Pro M477 Catridges 410A     | 6X Black, 3x Magenta, 3x Yellow and 3x Cyan                   |                       |            |             |                           |             |

All quotations must be e-mailed at [loapep@tswelopele.org](mailto:loapep@tswelopele.org), or hand Delivered to 1 Bosman Street, Civic Centre, bultfontein,9670 ( SCM Practitioners office) not later than 16<sup>th</sup> July 2021.

**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](http://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**

**Municipal Manager**

**09 July 2021**

**MRE Mogopodi**