



REQUEST FOR QUOTATIONS

STATIONERY

SCM CONTACT PERSON	Mr P Dyonase
TELEPHONE NUMBER:	(051) 673-9617
FAX NUMBER:	(051) 673-1550
REFERENCE:	SCM/MOH/30/2012
DESCRIPTION	Stationery
CLOSING DATE:	24/04/2012
CLOSING TIME:	12:00
COMPULSORY SITE MEETING :	No
SITE MEETING VENUE	N/A
SITE MEETING DATE	N/A
SITE MEETING TIME	N/A
PUBLIC OPENING	No

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT,2000

This request for quotation is subject to the terms of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations 2011. It is solely the responsibility of aspirant vendors who desire to avail themselves of the preferences available under this policy to familiarise themselves of its contents and to make such claims for preference. (Copies of the Policy may be obtained from the Supply Chain Management Unit or downloaded from National Treasury website: www.treasury.gov).

NB!! BBBEE CERTIFICATES FROM ACCREDITED RATING AGENCY TO BE ATTACHED TO QUOTATION IF YOU WISH TO CLAIM PREFERENCES IN TERMS OF THE ABOVEMENTIONED REGULATION.

<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>
01	16 Boxes of 50 per Box	Arch Files
02	(4 boxes blue + 4 boxes yellow) of 25 per Box	Suspension files
03	1 Box of 25 per box	1654 Bantex files
04	40 Packs of 100 per Pack	File dividers
05	27 Boxes of 50 per Box	2 Pin Metallic File Fasteners
06	5 Packs of 100 per Pack	Plastic File Dividers

07	25pcs/each pad x 41	Repositionable Multi-coloured Self adhesive Flags
08	5 Boxes	Pilot G-2 07 pens (Black)
09	10 Boxes	Black pens
10	1 Box	Page markers
11	2 Boxes	Black marking pens
12	1 Box	Marking pens different colours
13	3 Boxes	Pencils
14	1 Box	Erasers'
15	1 Box	Rulers
16	40 Boxes	Staples Standard 26/6
17	10 medium size and 3 giant	Metal Staplers
18	2 Boxes	Giant Staples
19	20 Boxes	Staples remover
20	6 Packs of 100 per pack	A4 Hard covers (for binding)
21	Pack of 30	A4 Notebooks 288 pages
22	Pack of 20	A5 Notebooks hardcover
23	Pack of 10	Exam pads
24	Pack of 20	Multi-coloured Message pads
25	Pack of 10	Note pads
26	4 Boxes of 100 per box	A4 size envelopes
27	6 Boxes of 100 per box	A5 size envelopes
28	30 or 1 Pack of 30	Bostic
29	30 or 1 Pack of 30	Pritt
30	5 medium size + 2 big size	Punchers
31	30	Paper Scissors
32	15	Memory sticks (4GB Transcend)
33	4	Scientific Calculators (Casio)
34	4 (normal size)	Sharp Calculators
35	10	Trays for mails
36	20	Key holders with markings
37	10	Name tags
38	1	Thick/broad sellotape
39	2 Boxes	Laminating Poucher A4
40	2 Boxes	Laminating Poucher A3
41	1	Flip Chart
42	2 Boxes of 25 per Box	Flip file (dividers)
43	10 Boxes	Paper Clips 33mm PVC
44	5 Boxes	Paper Clips (big size)
45	3 Packs of 100	Blue folders
46	1	A4 Diary
47	2	Flip Chart Stands
48	4 Rolls	Flip Chart Paper
49	1 Pack of 100	Clear Transparencies
50	1 Pack of 100	White Cover Charts
51	3 Boxes	White Erasable Board Markers, black
52	3 Boxes	White Erasable Board Markers, multi-coloured
53	1 Box	Hardcover
54	5 Boxes	Glue Stick
55	4 Boxes	Binding rings 10mm
56	4 Boxes	Binding rings 12mm

57	4 Boxes	Binding rings 14mm
58	4 Boxes	Binding rings 16mm
59	4 Boxes	Binding rings 22mm
60	4 Boxes	Binding rings 25mm
61	4 Boxes	Binding rings 28mm
62	4 Boxes	Binding rings 32mm
63	4 Boxes	Binding rings 38mm
64	4 Boxes	Binding rings 45mm
65	4 Boxes	Binding rings 51mm
66	1 Box	Binding covers
67	1 Box	Green papers
68	1 Box	Yellow papers
69	1 Box	Pink papers
70	1 Box of 25 per box	File folders plastic
71	2	Desk paper holder
72	2 Boxes	Tipex
73	50	A4 Grey econo containers
74	10	Econo container labels
75	12	Off-site container boxes
76	12	Foolsap jumbo archive
77	5	A4 PVC Lever Arch Files (Red)
78	5	A4 PVC Lever Arch Files (Black)
79	5	A4 PVC Lever Arch Files (Blue)
80	5	A4 PVC Lever Arch Files (Green)
81	300	Double Fold Craft File
82	50	Multi-Purpose Storage Boxes

NB!!

Compulsory Documentation to be attached to Quotation, failure to submit valid documents as specified below will invalidate the offer.

Please deposit Quotation in the Quotation box situated at the Municipal Offices.

NB!!

All Quotations **must be** submitted on your Companies official documentation **with letterhead** alternatively the Quotation must be stamped with your Companies official stamp.

Failure to comply with the above **will invalidate** the Quotation.

Attach all required documentation e.g. Tax Clearance and BBBEE certificate.

Vendors Registration:

Prospective Vendors, who are not yet registered on Municipal Supplier Database, must submit a completed application form to Municipal Supply Chain Unit on, or before the Quotation closing date.

No Orders may be issued if a Supplier is not registered on Municipal Supplier Database.

NOTE: “The Municipality may not necessarily accept the lowest or any other offer, and reserves the right to select in its favour any, all, or no portion of any offer made.”

NB: No quotations will be considered from persons in the service of the state

*MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

(i) any municipal council

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the PFMA, 1999

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature

Yours Faithfully

Mr JV Nkosi
Head: Supply Chain Management