



REQUEST FOR QUOTATIONS

STATIONERY

SCM CONTACT PERSON	Mr P Dyonase
TEL. NO:	(015) 673-9600
FAX NO:	(051) 673-1550
REFERENCE:	SCM/MOH/47/2011
DESCRIPTION	Stationery
CLOSING DATE:	16/01/2012
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.

ITEM	QUANTITY	DESCRIPTION
01	5	Punchers
02	10	Staplers
03	3	Scissors
04	2 Boxes	Marking pens
05	6 Boxes	Highlighter Different Colours
06	10	Pens
07	5 packets	Prestik
08	6	Glue Stick
09	6	Note pads

10	2 Boxes	File clips
11	3	Shredders
12	4 Boxes	Staples
13	4 Boxes	Tippex
14	8	File Trays
15	4 Boxes	A4 Envelops Brown
16	2 Boxes	Black Pens
17	2 Boxes	Red Pens
18	2 Boxes	Foolschap – Suspension Files
19	2 Boxes	Rubbers
20	2 Boxes	Pencils
21	20 Boxes	A4 Photocopy Papers

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: “Council 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.”

Yours Faithfully

Mr T.C. Panyani
Municipal Manager

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