



REQUEST FOR QUOTATION

REQUEST DATE:	25/08/2023	
DEPARTMENT:	Technical	
RFQ number	RFQ 23-24/19	
CLOSING DATE:	01/09/2023 at 12:00	
COMPULSORY REQUIREMENTS	<ol style="list-style-type: none"> 1. VALID TAX COMPLIANCE STATUS PIN 2. MBD 4 3. PROOF OF CSD REGISTRATION 	
Other requirements	BBBEE certificate	
BRIEFING SESSION:	N/A	
RFQ ENQUIRIES:	SCM OFFICE 058 913 8300	
SUBMISSION OF QOUTES:	<p>Complete Quotations must be hand delivered and deposited in the RFQ box before the closing date and time by using any of the following addresses:</p> <p>Physical address (1): c/o Kuhn & Prinsloo street, Vrede, 9835 at supply chain office</p> <p>Physical address (2): 41 Piet retief street warden 9890 at cashier office</p> <p>Physical address (3): 48 Voortrekker street memel 2970 at cashier office</p> <p>Postal address: Private bag X5 vrede 9835</p>	
DESCRIPTION OF GOODS/SERVICES:	DESCRIPTION	QUANTITY
	PMU OFFICE STATIONERY	ATTACHED
	DELIVERY POINT	VREDE

CONDITIONS

- Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the municipality's Supply Chain Management Policies and Procedures
- It is the company's responsibility to submit a valid BBBEE certificate, failure to do so will result in the company receiving 0 points for preferential points
- The MBD 4 *must* be completed and submitted with the quotation. If the forms are incomplete or not attached the quotation will be disqualified
- All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder
- To participate in the municipality's quotation process for the procurement of goods and/or services, vendors **MUST** be registered and compliant on the central supplier database (CSD).
- Prices quoted must include delivery charges and goods must be delivered to the address indicated on the RFQ page.
- The municipality reserves the right to increase or reduce the quantity.
- It is the bidder's responsibility to ensure that the quote reaches the municipality in time. Late quotations will not be accepted



Mr NL Maimela

Acting Municipal Manager

DESCRIPTION	QUANTITY
1. Photo copy paper	<ul style="list-style-type: none"> •Red-3 box •Blue-3 box •White-30 box •Yellow-3 box •Green-3 box •Pink-3 box
2. Microwave 20L	1
3. Kettle 1.8L	1
4. Water Dispenser (Purifying filter)	1
5. 8 way adaptor surge protection with extension cord	2
6. V ball rollerball pen	<ul style="list-style-type: none"> •Black-1 box •Red-1 box
7. Permanent marker	1-box
8. Jumbo highlighter	6 packs
9. Pencil	1-box
10. Glue sticks	8
11. Prestic	1
12. A4 75mm spine polypropylene lever Arch file	•5 boxes
13. Polypropylene indexes	<ul style="list-style-type: none"> •A4 Printed A-Z- 5 •12 tab numbered- 5
14. Flash drives (USB) 8gb	4
15. Gel mouse pad	4
16. Microsoft sculpt comfort mouse	4
17. GBC Binding elements (21 ring)	<ul style="list-style-type: none"> •51mm up to 450 sheets- box of 50 •25mm up to 195 sheets- box of 50