



SUPPLY CHAIN MANAGEMENT UNIT

ADVERTISEMENT

QUOTATION NO: 57/24/25

SUPPLY AND DELIVER STATIONERY

Quotations are hereby called from suitably and experienced service providers to supply and deliver stationery as per the following specification:

Selling of quotation document will commence **on Friday 29th of November 2024. The cut-off time for selling of quotation documents is 15H00 on Thursday, 05th of December 2024.**

The physical address for payment is No.2 Nkonjane Road Sundumbili (cashiers office) Protection services, payment of a non-refundable fee of **R60.00** (inclusive of VAT)

ITEM	QTY	DESCRIPTION
1	1	Scientific calculator Casio FX - 82ZA Plus II or equivalent
2	10	100 White Leather grain board 10 Packs of 100 sheets each - White
3	5	100 sheets of 200micron A4 laminating sheets 5 Packs of 100 sheets each (Preferred Primeline brand)
4	3	100 sheets of 200micron A3 laminating sheets 3 Packs of 100 sheets each (Preferred Primeline brand)
5	1	Set of 4 Helix Lettering system or equivalent
6	1	GBC Binding Machine GBC C450E or equivalent
7	20	Sticky Notes 5 x packs of 5 each in 4 sizes as per attachment
8	10	Boxes of 100 each Binding Combs: Sizes: 2 x 51mm 2 x 12mm 2 x 6mm 2 x 10mm 2 x 14mm 2 x 35mm
9	3	Rubber self-inking stamps requested as per attached spec.
10	2	Heavy Duty Punch to staple up to 150 sheets.
11	4	Paperpro Stapler - one finger stapling (see attachment)
12	4	4 x Heavy Duty Staple remover (See attachment with pic)

13	14	14 x 1000 Heavy duty staples Sizes: 2 x 23/82 x 23/102 x 23/132 x 23/152 x 23/172 x 23/202 x 23/24
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Quotations will be evaluated and adjudicated according to the following criteria:

The following PPPFA Regulations 2022 Specific Goals are applicable for 80/20 evaluation criteria:

Specific Goal	Maximum Allocated Points	Verification document
Enterprise Located within the Mandeni Municipality	7	CIPC registration documents
Enterprise 100% owned by Youth	6	ID Copy of directors and CSD
EME or QSE which is at least 100% owned by black people	5	ID Copy of directors and CSD
Enterprise 100% owned by Women	2	ID Copy of directors and CSD

- Supplier must be registered on the National Treasury's Central Supplier Database (CSD) and provide a proof of registration. The information recorded on your CSD report will be used to verify the following information: tax compliance status; company registration details; banking details; identity numbers of directors and employees in the service of the state.
- Council's Supply Chain Management Policy.
- Quotations must be submitted on the official letterhead of your business and be valid for the period of 30 days. If quotations are called for number of items, unit price per item must be stated and total amount. No quotations will be considered from persons in the services of any organ of the state.
- Prices quoted must be firm and inclusive of VAT and unit price per item must be stated as well as total amount.
- Service provides to fully complete MBD (1,4,8,9)
- Company registration document with CIPC.
- A copy of the most recent municipal account in which the business is registered. District municipality (water) and Local municipality (rates, electricity and other) or if the bidder is a tenant, then a full lease agreement and a certificate from landlord indicating that the levies are not in arrears or a proof of residence and affidavit stating that the ward in which business is registered is exempted from paying rates, electricity and water. Submit for both bidder and director. Failure to attach will lead to disqualification.
- Failure to deliver these items will result in blacklisting of supplier
- All prospective tenderers will be screened in accordance with the National Treasury's Defaulters Database.
- Attach proof of purchase of quotation document.
- Non-compliance with the above-mentioned criteria will lead to disqualification.

Quotations are to be completed in accordance with the Specification and must be sealed in an envelope and marked "**SUPPLY AND DELIVER STATIONERY, QUOTATION NO.:57/24/25**" and must be deposited in the Bid Box situated at the **reception: Civic Centre, 2 Kingfisher Road, Mandeni** not later than **12H00, Friday, the 06th of December 2024. Late and verbal quotations will under no circumstances be considered.** The Mandeni Municipality does not bind itself to accepting the lowest, or any tender, either wholly or in part or give any reason for such action.

Technical enquiries relating may be directed to Sudash and SCM enquiries must be directed to Lungisani Nduli (lungisanin@mandeni.gov.za) on 032-456 8200.



MR SG KHUZWAYO
MUNICIPAL MANAGER

Date: 22/11/2024