



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR
ORDERS ABOVE R30 000.00 BUT LESS THAN R200 000.00**

REFERENCE NO. UTDM/SCM/1680/2020

**SUPPLY AND DELIVERY OF STATIONERY FOR UTHUKELA
DISTRICT MUNICIPALITY**

19 AUGUST 2020

UThukela District Municipality is hereby invites quotations from qualified and experienced service provider for the following:

Item No.	Specifications	Quantity
1	Paper clip	100
	Spiral notebook	100
	Pencils	100 packs
	Mini punch	150
	Fasteners	200 boxes
	Pritt	100
	Index monthly	200
	Pilot pens block	120
	Click beek pens(red)	500
	Click gel uniball pens	120
	Sello tapes(50mm)	200
	File folders	100
	Exam pads	100
	Highlighters	200
	Slide binders	100
	(USB's) memory sticks	100

SPECIAL CONDITIONS:

1. Not adhering to the specifications, will result in the quotation not being considered.
2. Service must commence within 14 days of receiving official order.
3. Prices must be valid for at least thirty (30) days from date of offer.
4. Faxed or e-mailed quotations will not be accepted.

UTHUKELA DISTRICT MUNICIPALITY

GENERAL CONDITIONS:

Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement) Room 51.

1. Sealed quotations outwardly marked: **Ref. No. UTM/SCM/1680/2020: Supply and delivery of plumbing materials** must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Thursday 27 AUGUST 2020.**
2. **MBD1, MBD4, MBD6.1, MBD6.2, MBD6.11 and MBD8** forms must be filled in and submitted **together with the quotation.**
3. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**
4. In terms of Regulation 6, the **80/20 preference point system will be applicable**, with 80 points for Price and 20 Points for B-BBEE Status Level of Contribution.
5. Prices quoted must include value added tax, delivery charges and off-loading to the municipal premises.
6. **Any quote will not necessary be accepted and the Council Reserves the Right to Accept the whole or any Part of Any quote.**
7. **Certified Copy of Sanas: B-BBEE Certificated or Proof of Exemption must** be included in the Bid document.
8. **A valid original Tax clearance certificate must be** submitted together with the document.
9. Prices altered by means of correction fluid **will not** be considered
10. **Preference will be given to Database Suppliers**
11. **A current (30 days) Business and or Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.

Enquiries may be directed to: **BF Manana**

Tell: **036 638 5121**

Checked by: **Lwazi Ngwenya (SCM Manager)**


B. KHOZA
ACTING MUNICIPAL MANAGER