



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

**REFERENCE NO. UTDM/SCM/1516/2019**

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

**04 SEPTEMBER 2019**

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

<b>Item No.</b>	<b>Specifications</b>	<b>Quantity</b>
<b>01</b>	3 in 1 Printer scanner brother MFC 9140 3 years onsite warranty next business day.	01
<b>02</b>	Samsung cartridges : CLT K 504 S	10
	CLT C 504 S	10
	CLT M 504 S	10
	CLT Y 504 S	10
<b>03</b>	Lever arch files 80mm black	10 boxes
<b>04</b>	Typex A4 white 80g/m <sup>2</sup> 2500 sheets	30 boxes
<b>05</b>	Mondi rotatrim A3 white paper	10 boxes
<b>06</b>	Pentel BK 437 ballpoint pens	20 boxes
<b>07</b>	32 GB USB	20
<b>08</b>	External CD ROM	02
<b>09</b>	Stapler paper pro (small)	10
	<b><u>SPECIAL CONDITIONS:</u></b>	
	<ol style="list-style-type: none"> <li>1. Not adhering to the specifications, will result in the quotation not being considered.</li> <li>2. Service must commence within 14 days of receiving official order.</li> </ol>	

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|  | <ol style="list-style-type: none"><li>3. Prices must be valid for at least thirty (30) days from date of offer.</li><li>4. Faxed or e-mailed quotations will not be accepted.</li></ol> |  |
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**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. UTDM/SCM/1516/2019: Supply and delivery of office stationery for UThukela District Municipality** must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Thursday 12 September 2019.**
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: Mr Philani Zwane

Tell: 036 638 5100

  
SN KUNENE  
MUNICIPAL MANAGER