



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

REFERENCE NO. UTDM/SCM/1446/2018

**SUPPLY AND DELIVERY OF OFFICE STATIONERY WITHIN
UTHUKELA DISTRICT MUNICIPALITY .**

13 SEPTEMBER 2018

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

Item No.	Specifications	Quantity
1	CLICK BALL PENS BLACK	300 BOXES
2	ENVELOPES A4 BROWN	1000
3	COUNTER BOOKS A4 (2 QUIRE)	200
4	STAPLES	300 BOXES
	<u>SPECIAL CONDITIONS:</u> 1. Suppliers are to adhere strictly to the specifications given. 2. Not adhering to the specifications, will result in the quotation not being considered. 3. Faxed or e-mailed quotations will not be accepted. 4. 7 days urgent.	

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/1446/2018:**
2. **Supply and delivery of office stationery within uThukela District .** must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Friday 21 SEPTEMBER 2018**
3. **MBD1, MBD4, MBD6.1, MBD6.2, MBD6.11 and MBD8** forms must be filled in and submitted **together with the quotation.**
4. 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, 2017.**
5. 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.
6. Prices quoted must include value added tax, delivery charges and off-loading to the municipal premises.
7. **Any quote will not necessary be accepted and the Council Reserves the Right to Accept the whole or any Part of Any quote.**
8. **Certified Copy of Sanas:** B-BBEE Certificated or Proof of Exemption **must** be included in the Bid document.
9. **A valid original Tax clearance** certificate **must be** submitted together with the document.
10. Prices altered by means of correction fluid **will not** be considered
- 11.
12. **Preference will be given to Database Suppliers**
13. **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.
14. **Proof of registration**, on the central supplier database for government.

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

Tell: **036 638 5121**



SN KUNENE
MUNICIPAL MANAGER