



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

**REFERENCE NO. UTDM/SCM/1266/2017**

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

**20 July 2017**

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>1</b>	PAPER CLIPS	100 BOXES
<b>2</b>	PILOT PENS (12X100)	100 BOXES
<b>3</b>	CLICK BALL PENS BLACK (60 X 100)	100 BOXES
	<p><b><u>SPECIAL CONDITIONS:</u></b></p> <ol style="list-style-type: none"> <li><b>1.</b> Suppliers are to adhere strictly to the specifications given.</li> <li><b>2.</b> Not adhering to the specifications, will result in the quotation not being considered.</li> <li><b>3.</b> Faxed or e-mailed quotations will not be accepted.</li> <li><b>4.</b> 7 days urgent</li> </ol>	

## UTHUKELA DISTRICT MUNICIPALITY

### GENERAL CONDITIONS:

**Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement) Room G51.**

- 1. Sealed quotations outwardly marked: Ref. No. UTDM/SCM/1266/2017: Supply and delivery of office stationery for uThukela District Municipality, must be addressed to: Executive Manager Supply Chain Management SS Mdlolo and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on Thursday, 27 July 2017.****
- 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 Sana's: B-BBEE Certificated or Sworn Affidavit /Proof of Exemption must be included in the Bid document.**
- 8. A valid original Tax clearance certificate/Tax compliance Status Pin 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.**
- 12. Proof of registration, on the central supplier database for Government (CSD)**

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

**Tell: 036 6385121**



**SN KUNENE  
MUNICIPAL MANAGER**