



Municipality Siyancuma

Munisipaliteit

13 Charl Cilliers Street
Civic Centre
P.O BOX 27
DOUGLAS – 8730
Tel. 053 298 1810
Fax. 053 298 3141
E-MAIL: douglas@siyancuma.gov.za

2 Moffat Street
Municipal Offices
GRIEKWASTAD – 8365
Tel. 053 343 0019
Fax. 053 343 0333

Groenstraat
Municipal Offices
CAMPBELL – 8360
Tel. 053 297 9043
Fax. 053 297 9043

CPA Building
Schmidsdrift

SCHMIDSDRIFT - 8300
Cell. 078 120 7334

website: www.siyancuma.gov.za

Reference :
Verwysings : Supply Chain Management

Date : 28 /09 /2023

Enquiries :
Navrae : PJE BLOEM / P VAN STADEN

Dear Sir/madam

QUOTE RFQ 10/2024 REQUEST FOR FORMAL WRITTEN PRICE QUOTATION – SUPPLY AND DELIVER OF STATIONERY

Kindly furnish **SIYANCUMA MUNICIPALITY** with a written quotation for supply and delivery of stationery

The written RFQ must be delivered to our offices in Douglas on or before 12H00, FRIDAY 06 OCTOBER 2023.

**SEE ATTACHED DOCUMENTS FOR THE MINIMUM SPECIFICATIONS
ANEXTURE A**

The following terms and conditions will apply.

- Price(s) quoted must be firm and must be inclusive of VAT.
- Copy of CSD summary report – Compulsory (not older than 3 months)
- Copies of Company Registration Documents (CK)
- Certified copies of company directors
- Original or certify copy of valid B-BBEE Certificate or original Sworn-Affidavits (failure to submit no points will be awarded) only SANAS accredited or Sworn-affidavits will be accepted.
- The price quotation is expected to be within a threshold of **R 30 000 AND R 200 000** inc VAT, **is not applicable for this RFQ.**
- For this purpose, the enclosed BOQ Price Schedule must be scrutinised, completed and submitted together with your quotation.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in Preferential Policy Framework Act (No. 5 of 200) and;
- The successful provider will be the one scoring the highest point and will not be always the lowest bidder
- The bid is subject to regulation 5 of the Preferential Procurement Regulations as amended.
- **All certified copies should not be more than three months from the date of the advertisement.**
- **Bidders are requested to attach catalogues or pictures of the quotes items upon submission of the RFQ where specified.**

Yours Faithfully


MR. M.F. MANUEL
—MUNICIPAL MANAGER

ANEXTURE A

1. 300 X ARCH LEVER FILES
2. 35 X 288 PAGES HARDCOVER BOOKS
3. 10 X MINUTE BOOKS SMALL
4. 30 X KLEEF PLASTIC
5. 250 X BANTEX POKKET A4
6. 50 X BIG SELLO TAPE
7. 20 X BOXES OF 60'S BLACK PEN
8. 20 X BOXES PENCIL
9. 10 X BOXES A4 ENVELOPES
10. 10 X BOXES SMALL ENVELOPES
11. 25 X BIG PRITT
12. 50 X MIX HIGHLIGHTERS
13. 60 X BOXES 26/6 STAPLES
14. 6 X WHITE BOARDS
15. 25 X PERMANENT MAKERS MIX
16. 20 X HEAVY DUTY STAPLERS
17. 20 X HEAVY DUTY PUNCH
18. 25 X STAPLERS SMALL
19. 25 X PUNCH SMALL
20. 20 X AA PENLIGHT BATTERIES 1.5V
21. BINDERS ALL SIZES 2 BOXES EACH
22. 50 X TENDER BOXES
23. 150 X A4 BOXES PAPER WHITE ROTATRIM
24. 10 X A4 BOXES COLOUR PAPER MIX
25. 5 X BOXES RED PEN 60'S
26. 15 X PAKKIES BOSTIC
27. 1 X FILE NUMBER STAMP (01/01/2023 – 31/12/2033)
28. 2 X DATE STAMPS (01/01/2023 – 31/12/2028)
29. 100 X A20 FILES BROWN

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE SIYANCUMA MUNICIPALITY

BID NUMBER: RFQ 10/2024

CLOSING DATE: 06/10/2023

CLOSING TIME: 12H00

REQUEST FOR FORMAL WRITTEN PRICE QUOTATION-SUPPLY, DELIVERY AND OF STATIONARY

The successful bidder will be required to fill in and sign Written Contract Forms (MBD 7).

BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

SIYANCUMA MUNICIPALITY
POBOX 27
DOUGLAS
8730

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

The bid box is generally open between 07H30 – 16H30, Mondays to Fridays.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER :

POSTAL ADDRESS :

STREET ADDRESS :

TELEPHONE NUMBER : CODE.....NUMBER

CELLPHONE NUMBER:

FACSIMILE NUMBER : CODE NUMBER

E-MAIL ADDRESS :

VAT REGISTRATION NUMBER :

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN ATTACHED? (MBD 2) YES/NO

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (MBD 6.1) YES/NO

IF YES, WHO WAS THE CERTIFICATE ISSUED BY? :

- AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
 - A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN NATIONAL ACCREDITATION SYSTEM (SANAS)
 - A REGISTERED AUDITOR
- (Tick applicable box)

(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

ARE YOU THE ACCREDITED REPRESENTATIVE?
IN SOUTH AFRICA FOR THE GOODS/SERVICES/WORKS OFFERED? YES/NO
(IF YES ENCLOSE PROOF)

SIGNATURE OF BIDDER:

DATE:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

TOTAL BID PRICE: TOTAL NUMBER OF ITEMS OFFERED:

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity: Siyancuma Municipality

Department: Supply Chain Management

Contact Person: P Van Staden/PJ Bloem
IT Enquiries : GRANT LINKS

Tel: 053 2981810
Fax: 053 298 3141