



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

REFERENCE NO. UTDM/SCM/1632/2020

**SUPPLY AND DELIVERY OF PRINTING PAPERS FOR UTHUKELA
DISTRICT MUNICIPALITY**

22 May 2020

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

| Item No. | Specifications | Quantity |
|-----------------|---|-----------------|
| 1. | Rotatrim printing paper A4 | 100 Boxes |
| 2. | Typex printing papers A4 | 100 boxes |
| | <u>SPECIAL CONDITIONS:</u> <ol style="list-style-type: none">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 | |

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/1632/2020:** , **must be addressed to:** Executive Manager Supply Chain Management LT Ngwenya and placed in the Tender Box, 36 Lyell **Supply and delivery of printing papers for uThukela District Municipality** Street, Ladysmith, **not later than 12H00 on Friday, 29 May 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, 2017.**
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.
13. **Proof of registration, on the central supplier database for Government (CSD)**
14. **Local production and Content:**
 - 9.(1) **An organ of state must, in the case of designated sectors, where in the award of tenders local production and content is of**

critical importance, advertise such tenders with a specific tendering condition that only locally produced goods, services or works or locally manufactured goods, with stipulated minimum threshold for local production and content will be considered.

14. Pre-Qualification:

Only tenderers with B-BBEE Level 1 will qualify.

Enquiries may be directed to: BF Manana Tell: 036 638 5121

Checked by Mr LT Ngwenya (SCM Manager)


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ACTING MUNICIPAL MANAGER

UTHUKELA DISTRICT MUNICIPALITY