



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

REFERENCE NO. UTD/SCM/1214/2019

**SUPPLY AND DELIVERY OF STATIONARY FOR UTHUKELA
DISTRICT MUNICIPALITY**

13 MAY 2019

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

Item No.	Specifications	Quantity
1.	LEVER ARCH FILES (CROXLEY)	50 BOXES
2.	STAPLES NO 256 REXEL	100 BOXES
3.	JIMBO HIGHLIGHTERS ASSORTED COLOURS	100 BOXES
4.	2 QUIRE A4 COUNTER BOOK	100
	<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. 	

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/1214/2019:**
- 2. Supply and delivery of printer cartridges for uThukela Municipality 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 Monday 20 May 2019****
- 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. Preference will be given to Database Suppliers**
- 12. 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.**
- 13. Proof of registration, on the central supplier database for government.**
- 14. Local Production 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.

15. Pre-qualification:

Only tenderers with B-BBEE Level 1 will qualify.

Enquiries may be directed to: BF MANANA

Tell: 036 638 5121



**SN KUNENE
MUNICIPAL MANAGER**

UTHUKELA DISTRICT MUNICIPALITY