

UMSOBOMVU MUNICIPALITY

INVITATION: FORMAL WRITTEN PRICE QUOTATION,

BID NO: FIN/STA/03/2023

Umsobomvu Municipality herewith invites accredited services providers to quote for supply and delivery of Stationery. Sealed Price quotations clearly marked “**SUPPLY AND DELIVERY OF STATIONERY**” must be submitted to the Umsobomvu Municipality, 21A Church Street COLESBERG. Postal delivery to reach Umsobomvu Municipality, Private Bag X6, COLESBERG, 9795, not later than **12:00 Thursday, 6th April 2023.**

<u>DESCRIPTION</u>	<u>UNIT OF PACKAGING</u>	<u>QUANTITY</u>
A4 PHOTO COPY PAPERS	BOX	60
STORAGE BOX(FILE)380MM X 260MM X 9533 REF:555	EACH	100
FOLDER 1-FOLD 180G BLUE, PINK & LIME	100/PACK	9
2 QUIRE HARD COVER	10PACK	4
RED PEN	BOX	10
BLACK PEN	BOX	20
PACKETS CLUTCH PENCILS	BOX	4
STAPLERS (26/6 STAPLES)	EACH	12
PACKAGING TAPE CLEAR 48MM X 50M	ROLL	10
PAPER CLIPS 33MM SILVER	BOX	20
30G PRITT	EACH	20
A4 LEVER ARCH FILES	BOX	200
RED, BLUE, BLACK AND GREEN ARTLINE MARKER	24/PACK	4
A4 FILLING POCKET SLEEVES	100/PACK	5
FILE DIVIDER A4	10/SET	10
56 STAPLES 5000	20's	6
SCISSOR 210MM STAINLESS STEEL BLADE	EACH	10
HIGHLIGHTERS ASSORTED COLOURS (PINK, ORANGE, GREEN, YELLOW&BLUE)	5/SET	6
RUBBER BANDS 1.5MM WIDTH&LENGTH 900MM	BOX	10
STICK'N NOTES 76X76MM	EACH	20
SHATTER RESISTANT RULER 30CM	EACH	10
80 GRAM PRESTIC	PACK	10
12 DIGIT LARGER DISPLAY CALCULATOR	EAC	14
BATTERY 1.5V AA	10/PACK	2
BATTERY 1.5V AAA	10/PACK	4
PUNCHER	EACH	5
19MM FOLD BACK CLIPS	BOX	5
STAPLE REMOVER	BOX	10
COLOURFUL FLAG-IT	EACH	5
RING ENFORCEMENT	250/PACK	1
CORRECTION PEN	BOX	5
ADHESIVE EASY- FIX 450MM X 16 M CONTACT	ROLL	15
40.5 MM X 5CM PACKAGING TAPE	ROLL	5
66M(1CM/10MM) PACKAGING TAPE	ROLL	6
33M X 35MM RED MAILING TAPE	ROLL	5
100 PC – LAMINATING POUCHES A4	100/PACK	12
CARTRIDGE 55A	BOX	2
BLUE STAMP INK PAD	20/PACK	2
05A CATRIGE FOR HP RPINTER	BOX	2
PACKET CRAYONS	BOX	10

Late, incomplete quotes will not be considered.

All quotes will be adjudicated and awarded in terms of the Umsobomvu Procurement and Supply Chain Management Policy, **the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and the regulations promulgated under this Act. This bid is subject to the General Conditions of Contract and, if applicable, any other Special Conditions of Contract.**

Suppliers must submit their quotes with the following documentation and or information:

- A valid original Tax Clearance certificate or pin.
- A certified copy of Company registration/founding statement/CIPC.
- Certified Copy of ID for Company Directors
- Director's municipal account not older than 3 months.
- Certified evidence of B-B.B.E.E. contributor status by SANAS, IRBA or SANA accredited agencies / or affidavit to claim preference points.
- Municipal account registered in the name of the tenderer not older than 3 months. Where tenderer is not the owner of the property/ business, A valid lease agreement; or A municipal account of the leased property with the landlord's details (property owner), to claim locality points.
- Bids to hold goods for 90 days.
- Suppliers must be registered on the Central Supplier Database (CSD) and a proof of valid CSD registration report printout must be submitted.
- MBD 4, 6.1, 6.2, 7.1, 8 and 9 forms/declaration of interest be obtained at Umsobomvu Municipality must be completed and signed.

NB: Bids will be evaluated according to the following criteria:

1. Umsobomvu Supply Chain Management Policy.
2. PPPFA regulation act 2022
3. **80/20**-point system will be awarded as follows
80 points: Price and
20 points: Specific Goals, where: **10** points for 100% HDI owned companies, **4** Points for locality (domiciled in South Africa), **6**. Points for locality (domiciled in the Northern Cape)

The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too high; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.

Enquiries: Mr. N Thiso / Mrs N. Mndini/Dyantyi at Tel no. (051) 7530777.Fax (086 403 4554) or (051) 7530574. (E-mail: nmndini@umsobomvumun.co.za) and ncedo@umsobomvumun.co.za

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ACTING MUNICIPAL MANAGER

Date: 29/03/2023