



P.O. Box 1593
 SENWABARWANA 0790
 Tel: No.: 015 505 7100

E-mail: info@blouberg.gov.za

17 AUGUST 2020

REQUEST FOR QUOTATION
ALL PROSPECTIVE BIDDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR THE SUPPLY AND DELIVERY OF STATIONERY

ITEM	DESCRIPTION	QUANTITY	DETAILS OF OFFER
1.	A3 Blank pages	05 Boxes	
2.	Black click pens	800	
3.	File Dividers (1-20 with numbers 10 inside a pack)	100	
4.	File Dividers (with alphabet 10 inside a pack)	100	
5.	Highlighters (Different colours)	50	
6.	Normal stapler (kangaroo DS-435)	50	
7.	Heavy duty puncher (kangaroo DP-800)	50	
8.	Red click pens	120	
9.	Pencil	300	
10.	3m Post it notes ultra cube with adhesive on 2 inch erg (3inx3in)	350	
11.	3quire note book	50	
12.	2quire note book	50	
13.	Staples 66/11	20	
14.	Big clear tape (45mm x 92m)	30	
15.	Ruler (0mm-300)	50	
16.	Suspension files f/c x 25 (25 inside a box)	25 boxes	

[REFERENCE: RFQFIN03/20/21]

17.	Permanent markers 2mm (10 inside a box)	100	
18.	Whiteboard marker 2mm (10 inside a box)	100	
19.	Whiteboard marker 2mm (10 inside a box)	100	
20.	Acetone 500ml	05	
21.	Glue stick (pritt 43g)	50	
22.	Extension cord 10m	25	
23.	12 way surge protection multiplug (surge safe plug)	25	

The following documents are compulsory for all Bidders:

- CSD report not older than three (3) months
- Certified BBEE certificate not older than three (3) months (for preference point scoring system 80/20)
- Attach **MBD4, MBD 6.1, MBD8 and MBD9** downloadable from Municipal website, www.blouberg.gov.za
- The Master Registration Number or Tax compliance status pin or a valid copy of tax clearance certificate

[N.B. Failure to attach the above documents will disqualify the bidder from further evaluation]

- Preference point system, (80/20) where 80 points will be for price and 20 for preference as per PPPFA of 2000, BBEEA of 2003 and preferential procurement regulation of 2001.

[N.B: Failure to attach the above documents will disqualify the bidder from further evaluation]

The following condition will apply:

- Channels to be followed in the instance wherein the bidder is aggrieved by the decision taken by the BLM in the implementation of its SCM system, any matter arising from a contract awarded in the course of its SCM system or any matter arising from the contract. (Regulation 49 & 50 of MFMA 56 of 2003)
- The written dispute must be lodged within 14 days of decision to the BLM and attention to Makwela M(015 505 7100)
- The dispute, objection, complaint or query may be referred to the relevant provincial treasury if, it is not resolved within 60 days or no response is received from the municipality within 60 days.
- If the provincial treasury does not or cannot resolve the matter, the dispute, objection, complaint or query may be referred to the National Treasury for resolution.

[NB This regulation must not be read as affecting a person's rights to approach a court at any time]

All quotations must be submitted in a sealed envelope marked "SUPPLY AND DELIVERY OF STATIONERY at procurement office before/on the **25 August 2020 at 12H00 pm**. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, **Mr Sekokotla SO** and **Ms Sephesu LR** for SCM related matters on **015 505 7100**.

Machaba MJ

Machaba Junias
Municipal Manager

17-08-2020

Date

BLOUBERG LOCAL MUNICIPALITY



Physical Address: 02nd Building Mogwadi/Senwabarwana Rd. P.O. Box 1593 SENWABARWANA
0790. Tel: No.: 015 505 7100 Fax: No.: 015 505 0296

SECURITY CLASSIFICATION		PRIORITY	
Normal	X	Low	
Restricted		Standard	X
Confidential		High	
Secret		Very High	
Top Secret			

ENQUIRIES:	
Name:	Ledwaba KJ
Designation:	Manager Assets
Unit:	Finance
Contact Numbers:	
Tel:	015 505 7112
Fax:	015 505 0296

This specification form is a request for quotations and must be completed by End-user and be Approved by the director (cost center manager) of the of the End-user department to enable procurement to obtain accurate quotations. SCM office will try to get quotations within five working days of receipt of this form. This form will be referred back to end-user should he not state specifications accurately and clearly.

SUBJECT: REQUEST FOR PROCUREMENT OF STATIONERY

TO: CFO

1. PURPOSE

To request approval for procurement of stationery.

2. BACKGROUND / DISCUSSION

The municipality is running in shortage of stationery of which it hampers the daily operation of the institution.

3. CHALLENGES

None

SUBJECT: REQUEST FOR PROCUREMENT OF STATIONERY.

4. FINANCIAL IMPLICATIONS

VOTE NO: 32052320600EQMRCZZHO

5. SPECIFICATION

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