



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.	Samsung Toner cartridge MLT-D101S	04	
2.	Hp cartridge 953XL Black	05	
3.	Hp cartridge 953XL yellow	05	
4.	Hp cartridge 953XL magenta	05	
5.	Hp cartridge 953XL Cyan	05	
6.	Hp cartridge CE278A	05	
7.	Hp cartridge CF280A	05	
8.	Hp cartridge CF360A	03	
9.	Canon cartridge 716 Black	05	
10.	Canon cartridge 716 Yellow	05	
11.	Canon cartridge 716 Magenta	05	
12.	Canon cartridge 716 Cyan	05	
13.	Canon cartridge 731 Black	05	
14.	Canon cartridge 731 Yellow	05	
15.	Canon cartridge 731 Cyan	05	
16.	Canon cartridge 731 Magenta	05	
17.	Lexmark toner cartridge X945X2MG Black	03	

18.	Lexmark toner cartridge X945X2MG Yellow	03	
19.	Lexmark toner cartridge X945X2MG Cyan	03	
20.	Lexmark toner cartridge X945X2MG Magenta	03	
21.	HP Cartridge CF226A	03	

The following documents are compulsory for all Bidders:

- CSD report not older than three (3) months
- Certified BBBEE 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, BBBEEA of 2003 and preferential procurement regulation of 2001.

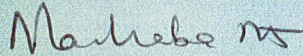
[N.B: Failure to attach the above documents will disqualify the bidder from further evaluation]

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 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

SUBJECT: REQUEST FOR PROCUREMENT OF STATIONERY

TO: CFO

1. PURPOSE

To request approval for procurement of toner cartridges.

2. BACKGROUND / DISCUSSION

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

3. CHALLENGES

None

SUBJECT: REQUEST FOR PROCUREMENT OF TONER CARTRIDGES.

4. FINANCIAL IMPLICATIONS

VOTE NO: 32052320600EQMRCZZHO

5. SPECIFICATION

Description	Quantity	Details of offer
1. Samsung Toner cartridge MLT-D101S	04	
2. Hp cartridge 953XL Black	05	
3. Hp cartridge 953XL yellow	05	
4. Hp cartridge 953XL magenta	05	
5. Hp cartridge 953XL Cyan	05	
6. Hp cartridge CE278A	05	
7. Hp cartridge CF280A	05	
8. Hp cartridge CF360A	03	
9. Canon cartridge 716 Black	05	
10. Canon cartridge 716 Yellow	05	
11. Canon cartridge 716 Magenta	05	
12. Canon cartridge 716 Cyan	05	
13. Canon cartridge 731 Black	05	
14. Canon cartridge 731 Yellow	05	
15. Canon cartridge 731 Cyan	05	
16. Canon cartridge 731 Magenta	05	
17. Lexmark toner cartridge X945X2MG Black	03	
18. Lexmark toner cartridge X945X2MG Yellow	03	
19. Lexmark toner cartridge X945X2MG Cyan	03	
20. Lexmark toner cartridge X945X2MG Magenta	03	
21. HP Cartridge CF226A	03	

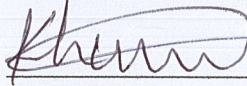
6. LEGISLATIVE IMPLICATIONS

Compliance met in terms of the SCM.

7. RECOMMENDATIONS

We hereby recommend the procurement of toner cartridges.

RECOMMENDED BY

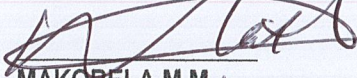


Ledwaba KJ

Date: 12/08/2020

DECISION OF THE SCM MANAGER

Recommendation in Paragraph 7 supra supported or ~~not supported.~~

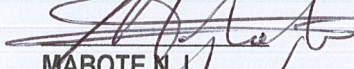


MAKOBELA M.M

Date: 13/08/2020

DECISION OF THE CFO

Recommendation in Paragraph 7 supra supported or not supported.



MABOTE N.J

Date: 18/08/2020