

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

E-mail: [info@blouberg.gov.za](mailto: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.	A4 blank pages 80g/m <sup>2</sup>	200 boxes	

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](http://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 Junias*

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 A4 Blank pages .

### 2. BACKGROUND / DISCUSSION

The municipality is running in shortage of A4 Blank pages of which it hampers the daily operation of the institution.

### 3. CHALLENGES

None

**SUBJECT: REQUEST FOR PROCUREMENT OF A4 BLANK PAGES.**

**4. FINANCIAL IMPLICATIONS**

**VOTE NO: 32052320600EQMRCZZHO**

**5. SPECIFICATION**

Description	Quantity	Details of offer
1. A4 BLANK PAGES 80g/m <sup>2</sup>	200 boxes	

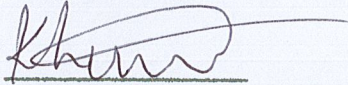
**6. LEGISLATIVE IMPLICATIONS**

Compliance met in terms of the SCM.

**7. RECOMMENDATIONS**

We hereby recommend the procurement of A4 Blank pages.

**RECOMMENDED BY**

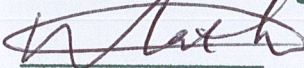


**Ledwaba KJ**

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