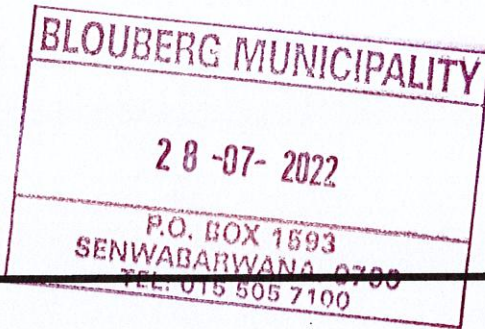


Blouberg Municipality



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

E-mail: [info@blouberg.gov.za](mailto:info@blouberg.gov.za)

28 JULY 2022

**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.	Black click pens	800	
2.	2quire note book	50	
3.	Highlighters (different color)	70	
4..	Glue Stick (pritt 43g)	50	
5.	Clear big sellotape	30	
6.	Suspension file (25 inside a box)	20 Boxes	
7.	Ink gel pens (pental)	200	
8	Red click pens	120	
9	Stamp ink (blue and red)	24	
10	Staples 26/6	50 boxes	
11	Lever arch labels	50	
12	Permanent markers(different colours)	50 boxes	
13	A4 Frosted sheet	50 reams	
14	Office file boxes	60	
15	12 way surge multi plug	30	
16	File dividers(with numbers)	100	
17	Norman samplers (kangaro)	70	
18	A3 blank pages	05 boxes	
20	Scissor	60	
21	A4 Tokai cover white (160gms-100 sheets)	30	
22	File fasteners (50 inside a box)	50	
23	Norman puncture	40	
24	Rubber bans (heavy duty)	30 packs	
25	Received stamp for expenditure	03	
26	Z20 forms (Z20 files)	400	

**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)

[REFERENCE: RFQFIN03/20/21]

- 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, BBBEEA of 2003 and preferential procurement regulation of 2001.

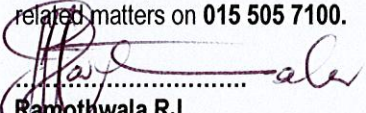
**[N.B: Failure to attach the above documents will disqualify the bidder from further evaluation]**

**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 **08 AUGUST 2022 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 Makgoshing P for SCM related matters on **015 505 7100**.

  
.....  
Ramothwala RJ  
Municipal Manager

  
.....  
Date



[REFERENCE: RFQFIN03/20/21]