

Blouberg Municipality



# BLOUBERG MUNICIPALITY

23-08-2023

P.O. BOX 1593  
SENWABARWANA, 0790  
TEL: 015 505 7100

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Tel: No.: 015 505 7100

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

23 August 2023

## REQUEST FOR QUOTATION

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

Description	Quantity	Details of offer
1. Black click pens	600	
2. 2quire note book	60	
3. Highlighters (different colors)	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)	100	
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. Heavy Duty Staplers	50	
15. 12 way surge multi plug	30	
16. File dividers (with numbers)	100	
17. Normal staplers(kangaro)	70	
18. A3 blank pages	05 boxes	
19. Scissor	30	
20. A4 Tokai cover white (160gsm- 100 sheets	30	
21. A4 Tokai cover pink (160gsm- 100 sheets	30	
22. File fasteners(50 inside a box)	20	

[REFERENCE: RFQFIN04/23/24]

23. Normal puncture	40	
24. Rubber bands (heavy duty)	30 packs	
25. Staple Remover (Normal)	30	
26. Z20 forms (Z20 files)	500	
27. Tippex	150	
28. Prime Self Adhesive Noun	60	
29. A4 Tokai cover Green (160gsm- 100 sheets	30	
30. A4 Tokai cover Yellow (160gsm- 100 sheets	30	
31. A4 Tokai cover Blue (160gsm- 100 sheets	30	
32. Secured Red Tapes	400	
33. Acetone	05	
34. Stencils	30	
35. Bostik	150	
36. Calculators	50	
37. File dividers (with Alphabets)	100	
38. Extension Cord 10M	20	
39. Giant Staplers	25	
40. Message Pad	50	

**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
- CK

**[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, Historically Disadvantaged Individuals (target goals) or any other specific goals Contributor Number of points (20).

Preferential Elements	20 Points
Historical Disadvantage Individual Specific Points - Contributor	Number of Points : 20
1. Locality = [ (Capricorn Region = 6 Limpopo Province = 2 / Outside = 1) ]	6 (attach proof of address and affidavit supporting proof of address)
2. Gender [ (Women = 4, Men = 3) ]	4 (attach certified copies of Identity Documents)
3. Youth = [18 – 35]	1 (attach certified copies of Identity Documents)

4. Race [ Blacks (Africans, Coloureds and Indians) = 8, White = 2]	8 (attach certified copies of Identity Documents)
5. Disability [Any]	1 (Form of proof / letter / medical report signed and certified by a Qualified Medical Doctor)
6. Non-Compliant Contributor	0

**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 01<sup>ST</sup> SEPTEMBER 2023 at 12H00 pm. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, MR Makobela MM and MR Mpashi MN for SCM related matters on 015 505 7100.

  
 Ramothwala RJ  
 Municipal Manager

23/08/2023  
 Date

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