



6 JUNE 2025

REQUEST FOR QUOTATION
ALL PROSPECTIVE BIDDERS ARE HEREBY INVITED TO SUBMIT QUOTATIONS FOR
PROCUREMENT OF STATIONERY

#	DESCRIPTION	QUANTITY	OFFER
1	Staples no 26/6 (1000 pieces)	50 boxes	
2	Z20 Forms (300/6060mm)	300	
3	Attendance register A3	20	
4	Requisition book MM (from 1501)	20	
5	Manual receipt book	1 box of 10	
6	Cartridge 289 laser jet	06	
7	File divider (number)	40	
8	2 quire note books	20	

The following documents are compulsory for all Bidders:

- CSD report not older than three (3) months
- Certified HDI certificates not older than three (3) months (for preference point scoring system 80/20)
- Attach fully completed **MBD4**, **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 2022, BBBEEA of 2003 and preferential procurement regulation of 2001.

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

Historically Disadvantaged Individuals (target goals)

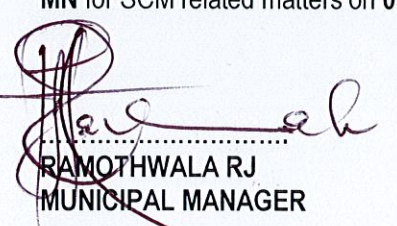
Preferential Elements	20 Points
Historical Disadvantage Individual Specific Points – Contributor	Number of Points: 20
1. Locality = [(Capricorn Region = 6 Limpopo Province = 2 / Outside =1)]	6 (attach proof of address and affidavit supporting proof of address)
2. Gender [(Women = 4, Men = 3)]	4 (attach 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)
- Should the dispute arise in this instance, the written dispute may 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 "PROCUREMENT OF STATIONERY" in the allocated tender box next to the municipal reception on/before the 17 June 2025 at 11h00am. The municipality is not liable to accept the lowest or any other tender. For technical enquiry contact, Mr. Motale RM and Mr. Mpashi MN for SCM related matters on 015 505 7100.


RAMOTHWALA RJ
MUNICIPAL MANAGER

