# Dannhauser Municipality KZN 254

# logo

#  8 Church Street Telephone: 034 621 2666

 **Private Bag X1011 Facsimile : 034 621 2342**

 **DANNHAUSER**

 **3080**

**Date of Advert: 16/09/2021**

**Quotation Number: RFQ/990**

**Description: SUPPLY AND DELIVER STATIONERY FOR TECHNICAL SERVICES**

Kindly furnish us with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letter head of your business no later than**, 28 SEPTEMBER 2021 at 12H00.**

Quotation are to be submitted in a sealed envelope; clearly marked **“Quotation number & Description”** must be deposited in the tender box situated at the reception area of Dannhauser Municipality offices, **8 church street**, Dannhauser 3080

The following conditions will apply:

* Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
* Price(s) quoted must be firm and must be inclusive of VAT.
* A firm delivery period must be indicated.
* Bidders must include their certified BBBEE certificate copy (MBD 6.1).
* Bidders must include both original Tax Compliance Certificate (SARS Pin).
* This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 4, MBD 6.1, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation. (MBD forms are available from SCM office & from the website www.dannhauser.gov.za under Budget then scm forms)
* Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
* The successful provider will be the one scoring the highest points.
* Preference will first be made to local service providers.
* Bidders are required to submit their most recent municipal accounts for their business location or their personal residence account i.e. rates/refuse or Proof of residence for those who reside in rural areas.
* Bidders must fill in the RFQ register stating the date and time of when they submitted their RFQs, available at the tender box.
* Bidders must be registered on The Dannhauser Municipality Suppliers database, forms are available from the website www.dannhauser.gov.za & from reception.
* Dannhauser Municipality does not bind itself to accept the lowest, or any quote.
* The Municipality reserves the right to withdraw any invitation to quotations/proposal and/or to re-advertise or to reject any quotations/proposal or to accept a part of it.
* The municipality reserve the right to appoint a portion or split the service to a service provider.
* The Municipality does not bind itself to accepting the lowest quotations/proposal or award a contract to the bidder scoring the highest number of points.

NB: No quotations will be considered from persons in the service of the state[[1]](#endnote-1)

**Failure to comply with these conditions may invalidate your offer.**

## SCHEDULE

## DESCRIPTION: QUOTATIONS FROM SUITABLE AND QUALIFIED SERVICE PROVIDERS AS PER BELOW SCHEDULE:

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| **SUPPLY AND DELIVER STATIONERY FOR TECHNICAL SERVICES****STATIONERY LIST*** **20 BOXES (12 PENS PER BOX) X PILOT GEL INK BLACK PENS**
* **15 BOXES (60 PENS PER BOX) X BIC CLICK BLACK PENS**
* **50 X A4 ENVELOPES (BROWN + WHITE)**
* **HIGHLIGHTER PENS (60 X DIFFERENT COLOURS)**
* **PENCIL ERASER X 20**
* **PRITT 45g X 30**
* **ARCH LEVER (FILES) X 10 BOXES (15 FILES PER BOX) BENTEX GREY A4 70 MM**
* **USB (16 GIG) X 20**
* **SCILOR TAPE X 10 BIG**
* **HARD PRINTING PAPER DIFFERENT COLOURS X 3 BOXES**
* **3 QUIRES AND 2 QUIRES 1 BOX EACH**
* **PRINTING PAPERS A4 X 20 BOXES**
* **SCISSORS 8” X 5**
* **REXEL ODYSEEY HEAVY DUTY STAPLER NO 2100050 X 8**
* **STAPLES (ODYSEEY X 2500 (20-60))**
* **STAPLES REMOVER X 10**
* **TIPEX X 30**
* **PAPER PUNCHER X 5 HEAVY DUTY**
* **RULER (30cm) X 15**
* **PRESTIK X 10**
* **PAPER CLIPS X 5 BOXES (30mm X 6) (10 X 100 PER BOX)**
* **LED CALCULATORS X 5**
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**DELIVERY ADDRESS:**

08 Church Street, Dannhauser, for more info please contact: **Mr Phumlani Nzimande: Technical Secretary** on **034 621 2666 ext 0728** between **07H30** and **16H00** with lunch interval of **13H00** to **13H30.**

1. **\*** MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

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an official of any municipality or municipal entity;

an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

a member of the accounting authority of any national or provincial public entity; or

An employee of Parliament or a provincial legislature. [↑](#endnote-ref-1)