

# Dannhauser Municipality KZN 254

8 Church Street

Private Bag X1011  
DANNHAUSER  
3080



Telephone: 034 621 2666

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**Date of Advert: 31/05/2022**

**Quotation Number: RFQ/1036**

**Description: SUPPLY AND DELIVERY OF FINANCE STATIONERY**

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, **14 JUNE 2022 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

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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](http://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](http://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<sup>i</sup>

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

## SCHEDULE

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

<b>NUMBER</b>	<b>STATIONARY</b>	<b>QUANTITY</b>
1	COUNTER BOOKS 192 PAGES A4	30
2	CELLOTAPE BROAD CLEAR	10
3	INTERLEAVES - WHITE PLAIN BOARDS	300
4	INTERLEAVES - BRIGHT RED BOARDS	300
5	INTERLEAVES - BRIGHT BLUE BOARDS	300
6	BINDING COVER A4,0.18MM, CLEAR	100
7	GLUE STICK ( PRITT)	20
8	CALCULATOR ( SHARP ELSIMATE EL-782c)	5
9	PAPER CLIPS	2 BOXES
10	FOSKA ENDORSING INK ART NO.YX030(WITHOUT OIL)	10 BOXES
11	HB PENCILS	5 BOXES
12	BLACK MARKING PEN BULLET TIP ( PERMANENT MARKER)	20

13	FLUORESCENT INK HIGHLIGHTERS 1-4mm ( 8 colours )	10 BOXES
14	STAPLERS NEXX STP0062	10
15	BLUE FOLDERS FILE	100
16	LEVER ARCH FILES	30 BOXES
17	RULER	10
18	BLACK PEN PILOT G207 FINE	6 BOXES
19	BLACK PEN BIG CLICK	5 BOXES
20	STICKY NOTES(3x3in/76x76mm 400sheet/cube	30
21	USB FLASH DRIVE 64GB	30
22	SCISSORS : FOSKA	5
23	STAPLES (REXEL NO.18 X5000 )	20 BOXES
24	A4 BROWN ENVELOP	10 BOXES
25	Rubber Bands - 100g nett weight / size 69	20 BOXES
26	File Fasteners - 80mm	10 BOXES
27	Staples pins - No. 56	15 BOXES
28	Sign Here tags	20
29	45cmX10M Transparent film Nexx	10

## DELIVERY ADDRESS:

08 church Street, Dannhauser Municipality, for more info please contact **Mr J Hlongwane** on **034 621 2666/Ext 0717** between 07H30 and 16H00 with lunch interval of 13H00 to 13H30.

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<sup>i</sup> \* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) .....rd of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) An employee of Parliament or a provincial legislature.