

Dannhauser Municipality KZN 254

8 Church Street

Private Bag X1011
DANNHAUSER
3080



Telephone: 034 621 2666

Date of Advert: 31/05/2022

Quotation Number: RFQ/1034

Description: SUPPLY AND DELIVERY OF KWAMDAKANE LIBRARY 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, **13 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

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 state¹

Failure to comply with these conditions may invalidate your offer.

SCHEDULE

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

SUPPLY AND DELIVERY OF KWAMDAKANE LIBRARY STATIONERY

STATIONERY LIST

1. Rexel: Juno 210 Full Strip Plastic Stapler X3
2. Rexel Pack of 4 No. 56 (26/6) 5000 Staples X20 Boxes
3. Metal office punch
4. A4 Lever Arch file with Plastic Compressor X10
5. A4 5 Tab Deep Tint Coloured 160gm Board File Divider X5
6. A4 Dividers - Multi-punched with strong-line reinforced contents sheet X10
7. Stapler remover
8. Desktop penpencil holder Multifunction Storage Box
9. 2 tier plastic tray file organiser
10. Pritt 22g glue stick X20
11. Office pencil HB X10 Boxes
12. 2 QUIRE A4 FEINT AND MARGIN X10
13. FILE POCKET 30 PAGES X5
14. Scissors 21cm X5
15. Creative Craft Scissors for kids X20
16. Date stamps X2 (sample attached)

17. Mondi Rotatrim Box of A4 paper X 100 Boxes
18. Jumbo wax crayons 12-piece X20
19. STICKY NOTES (3x3in/76x76mm 400sheet/cube X20
20. BLACK PEN PILOT G207 FINE X6 Boxes
21. CELLOTAPE BROAD CLEAR X5
22. CALCULATOR (SHARP ELSIMATE EL-782c) X2
23. BLACK MARKING PEN BULLET TIP (PERMANENT MARKER) X10
24. WHITE BOARD MARKER PEN BULLET TIP X10
25. FLUORESCENT INK HIGHLIGHTERS 1-4mm (8 colours) X5 Boxes
26. BLUE FOLDERS FILE X30
27. Ruler X10
28. BLACK PEN BIG CLICK X5 Boxes
29. STAEDTLER ERASER X10
30. TIPP-EX SHAKE AND SQUEEZE X10
31. SHAPNER X10
32. RED PEN CLICKS X1 BOX
33. USB FLASH DRIVE 64GB X10
34. Rubber Bands - 100g nett weight / size 69 X5 Boxes
35. File Fasteners - 80mm X5 Boxes
36. Sign Here tags X10
37. 30 seconds board game
38. 30 seconds junior board game
39. Chess board game
40. Scramble board game

DANNHAUSER MUNICIPAL
LIBRARY
2022 -06- 08

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DELIVERY ADDRESS:

08 church Street, Dannhauser Municipality, for more info please contact **Miss N Dubazana** on **034 621 2666/Ext 0730** between 07H30 and 16H00 with lunch interval of 13H00 to 13H30.

ⁱ * 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.