

REQUEST FOR WEBTENDER:

Quotation Number:	RFQ201905/009
Description:	Supply and delivery of Stationary at ERWAT Rynfield
Bid Closing Date:	Friday 10/05/2019 @ 12h00
Compulsory Briefing Session:	None
Plant Address:	RYNFIELD
Contact Person	Lawrence
Contact Number	0764799154/0611206892
Validity period	3 Days

Bids are hereby invited to the supply of

Description	Quantity
Bic click Ballpen medium black (1 Box)	1
Pritt glue stick 43g dispenser box (24x43g)	1
Pentel fine point correction pen	5
Manilla self seal envelopes (A4) (324mmx229mm) (250 in Box)	2
A4 Typek white paper (1x5reams box)	3
Highlighters assorted (1 pack)	1
Sticky notes neon cube	5
A4 2 quire 196 pages feint Margin books	10
A4 Lever Arch files (green)	10
A4 Lever Arch files (grey)	10
Note: All cartridges listed below should be hp originals only	
Hp ink cartridge 953xl black	6
Hp ink cartridge 953xl yellow	4
Hp ink cartridge 953xl cyan	4
Hp ink cartridge 953xl magenta	4

Quotation Requirements:

PLEASE NOTE THAT FAILURE TO MEET ANY OR ALL OF THESE REQUIREMENTS WILL LEAD TO DISQUALIFICATION

- BBBEE Compliance Certificate
- Valid Original Tax Clearance Certificate (2017-2018)
- Copy of Latest Municipal Account and Certification
- Declaration of Interest (Download form ERWAT website/Procurement/Service Provider Registration)
- Letter of Good Standing – Department of Labour

The successful bidder must register on the ERWAT vendors list. Forms to be downloaded from the ERWAT website. Quotation evaluation shall be performed on 80:20 principles (pricing and functionality 80% and BBBEE 20%).

GENERAL NOTES

- Request for Quotations must be submitted electronically to the following e-mail address: rfg@erwat.co.za
- ERWAT reserves the right not to accept the lowest bid, to award the quote to more than one bidder, to award the quote in part or to not award it at all and bidders will have no claim of any kind in this regard.
- The subject line must only contain the RFQ number and description, quotations that do not follow these conventions will not be considered.
- Quotations that are not received on the specific date and time, will be marked as late responses and such quotations will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid