

Quotation Number:	RFQ201904/023
Description:	RE-ADVERT: SUPPLY AND DELIVERY OF STATIONERY AT HEIDELBERG WWCW
Bid Closing Date:	
Compulsory Briefing Session:	Not applicable
Plant Addresses:	<p>HEIDELBERG WWCW</p> <p>Maps to sites are on our web site: www.erwat.co.za</p> <p>(to 385 Farm Boschoek, Vaal dam Road, Heidelberg (26°34'58.82" S, 28°18'10.64" E)</p>
Contact Person	Mpho Mayisa
Contact Number	016 341 9090/ 016 341 9000
Validity period	3 Days

REQUEST FOR RFQ:

SUPPLY AN DELIVERY OF STATIONERY

<u>QUANTITY</u>	<u>DESCRIPTION</u>
8	3M Sign here flag indexer
2	Vision letter tray set
10	HP Cartridge 950XL Black
8	HP Cartridge 951XL Cyan
6	HP Cartridge 951XL Magenta
4	HP Cartridge 951XL Yellow
10	Donau Lever Arch Files 75MM Blue
10	Donau Lever Arch Files 75MM Burgundy
8	Parrot White Board Markers (Assorted colours) pack of 4
10	Lever Arch Storage Unit (Holds 6)
4	Casio FX82ZA Calculator
2	Parrot Stapler 24/6 and 26/6
6	Pritt Glue Sticks (43G)
10	Correction tape
10	Typek A4 Office Copy Paper white Box (5x500)
20	Counter Book 2 Quire Feint Margin
40	PVC Ring Binder Files (25 mm)
2	Magnetic White board erasers

2	White board Cleaning Fluid (box of 6)
1	WD Elements 2.5 Inch Portable Hard Drive - 1TB - Black
10	Flathead drawing pins (100s per pack)
10	Pop-up Index Flags (50 sheets) 4.4 x 2.5 cm
6	Sello Tape 48mmx50m
2	Croxley Monthly Time Book
10	Croxley Desk Cube Refill – White (500 Sheets)
4	M420 Wire Mesh Metal Cube, Clip & Pen Holder
8	Masonite Clip Boards
10	20 Tab board dividers A4 (White)
8	Bostik Prestik 100g
4	Butterfly Filling pockets A4 (100's)

Quotation Requirements:

Work offered that **DO NOT** comply with the specifications will not be evaluated. The successful bidder must register on National Treasury’s Centralised Supplier Database (www.csd.gov.za). Quotation evaluation shall be performed on 80:20 principles (pricing and functionality 80% and BBBEE 20%)

Evaluation Criteria followed to evaluate quotations – Preference points system (PPS) as included in the Preferential Procurement Regulations of:

PPS	Contract value	Formula	Additional Considerations
80/20	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1-(Pt-P \text{ min}/P))$ Where Ps = Points scored for price of bid under consideration. Pt = Rand value of bid under consideration. P min = Rand value of lowest acceptable bid.	Maximum of 20 points may be awarded for being HDI, subcontracting with an HDI, and/or achieving specified goals. Above points must be added to points scored for price. Only bidder with the highest points scored may be selected.

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

- Valid Original Tax Clearance Certificate
- Copy of Latest Municipal Account (not older than three months from date of closing)
- Declaration of Interest MBD 4.2 (Download form ERWAT website/Procurement/Service Provider Registration)
- Valid BBB-EE Compliance Certificate

GENERAL NOTES

Completed tenders / quotations must be in a **sealed envelope** clearly marked with **contract number and description** and to be hand delivered, in the **TENDER BOX** at the FOYER at ERWAT Head Office, Bapsfontein road, Kempton Park. No e-mail or faxed bids/proposals shall be accepted. Bids/Proposals

that are not received on the specific time and date will be marked as late bids/proposals and such bids/proposals will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid bids/proposals.

Complete quotation with supporting documents must be sealed and externally endorsed with **CONTRACT NUMBER** and marked **DESCRIPTION** and placed in the Bid Box identified "**Friday**" at ERWAT Head Office, Bapsfontein Road, Kempton Park, not later than 12H00 on **November 2018**