

SUPPLY TSAKANE WASTE WATER WORKS WITH STATIONARY**Author :** Pedro**Date posted :** 2018-09-11**Bid Number :** RFQ201809/011**Description :****Bids are hereby invited to SUPPLY TSAKANE WASTE WATER WORKS WITH STATIONARY****Scope of Work.****Specifications**

Item no	Description	Quantity
1	Big Pens (black, blue, red) 1 box each	3
2	30 cm Rulers	2
3	A4 192 pages Counter Notebooks	10
4	21cm scissors	4
5	File dividers (a-z)	20
6	File Dividers (Jan-Dec)	10
7	Plastic sleeves	2
8	HP 950XL Black ink cartridges	10 off
9	HP 951XL Cyan ink cartridges	5 off
10	HP 951XL Yellow ink cartridges	5 off
11	HP 951XL Magenta ink cartridges	5 off
12	A4 Typek white papers	5 boxes
13	Permanent markers	10
14	Presstik glue	2
17	Plastic filing pockets	8
18	Highlighters	10
19	10 X Lever Arch file Stickers	10 pack
20	Puncher	2
21	Stapler that takes 26/6 staples	2
22	Bostick	2
23	Staples 5000 PCS (26/6)	5 boxes
24	Clear Selotape rolls	4
25	Bantex Document trays Plastic (set of 3)Green	4
26	Flip Files (20 pages)	5
27	Pritt Glue sticks 30grams	5
28	C4 envelopes white 229mmx324mm	2 boxes
29	C3 envelope white 324mm x 458mm	1 Box
	Documentation (if more than R10 000,00)	· Tax Clearance Certificate · BBBEE Certificate · Latest Municipal Account · Declaration of Interest (download from our Website)
	Delivery period	After placing of order

GENERAL NOTES

Goods offered that DO NOT comply with the specifications will not be accepted. 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 principle (pricing and functionality 80% and BBBEE 20%)

Please note that it is the responsibility of the bidder to insure that his/her

quotation/proposal is received by ERWAT's relevant personnel.

Completed quotations must be EMAILED, with the subject line clearly marked with **RFQ number and description** and to be SENT before 12:00pm (Noon) on Thursday 14th September 2018. Quotations that are not received on the specific time and date will be NOT be considered, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid bids/proposals.

Send Quotaions to : rfq@erwat.co.za

Bid closing date :	2018-09-14
Compulsory site meeting :	N/A
Contact Person :	Stevens Matseke
Contact number :	072 998 5996
E-mail address :	N/A
Bid validity period :	7 Days
Physical address where bid documents can be collected :	ERWAT Head Office, Hartebeestfontein Office Park, R25, Norkem Park.
Tender Box number :	N/A
Day when Tender is to be submitted to ERWAT Offices:	
Non-refundable Document fee :	N/A ERWAT will not accept cash. All payments to be made by Credit Card only
CIBD required?	<input type="checkbox"/>

Bids must be hand delivered to the Bid Box situated at the address: ERWAT Head Office, Hartebeestfontein Office Park, Bapsfontein Road (R25), Kempton Park.

Complete Tenders must be in a sealed envelope clearly marked with **RFQ201809/011** and **SUPPLY TSAKANE WASTE WATER WORKS WITH STATIONARY**, and to be hand delivered, in the TENDER BOX **N/A** at the foyer at ERWAT Head Office, Bapsfontein Road (R25), 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.

Bidders' attention is specifically drawn to the provision of the bid rules which are included in the bid document.

The lowest or any bid will not necessarily be accepted and ERWAT reserves the right not to consider any bid not suitably endorsed or comprehensively completed, as well as the right to accept a bid in whole or part. Bids completed in pencil will be regarded as invalid bids.

Submission of electronic and fax bids are not acceptable.