

REQUEST FOR QUOTATIONS:

Quotation Number:	RFQ201908/008
Description:	SUPPLY AND DELIVER STATIONERY AT HERBERT BICKLEY WWTW
Bid Closing Date:	29 August 2019
Compulsory Briefing Session:	N/A
Plant Addresses:	HERBERT BICKLEY WWTW , Plot 14, Maraisdrift, Nigel
Contact Person	Thando Malinga
Contact Number	076 362 6383 / 081 219 9198
Validity period	3 Days

1. 2X Stapler
2. 2X Puncher
3. 1X Industrial puncher
4. 50X A4 Plain file dividers
5. 50X A4 Alphabet file dividers
6. 50X A4 Monthly file dividers
7. 50X A4 Numbers file dividers
8. 20X medium paper clip(Boxes)
9. 3X White board (1m X 1m)
10. 20X sign here sticky notes
11. 12X A4 Hard cover book 2Q(192p)
12. 60X A4 Polyprop Lever Arch files(20 Blue ,20 Green and 20 Maroon)
13. 100X A4 Suspension file
14. 100X A4 Envelopes
15. 100X A3 Envelopes
16. 10X Post it mini-flags (11.9x43.2)mm
17. 6X Hp Ink 951 XL Cyan
18. 6X Hp Ink 951 XL Magenta
19. 6X Hp Ink 951 XL Yellow
20. 6X Hp Ink 950 XL Blank
21. Laptop bag (leather)
22. 2 X External hard drives 2tb
23. 10X USB 16gig
24. 2X Blue paper (boxes)
25. 4X Bic Black Pens (60's)
26. 2X Bic Blue Pens (60's)
27. 20X Non- Permanent Makers
28. 10X clear self-adhesive rolls (45cmx 5m)
29. 10X correction pens
30. 8x white board cleaner
31. 10X Tipex
32. Plastic Binding Combs (Pack 25's)
33. 450 Sheet Plastic Comb Binding Machine
34. Large Binder Clips (Pack 12's) 41mm
35. 1 X 10m and 1X 20m Electrical extension cable

36. 2X 4way Multi-Plug

Please note the following:

Quotation Requirements:

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

- BBEE Compliance Certificate
- Valid Original Tax Clearance Certificate (2016-2017)
- Copy of Latest Municipal Account and Certification
- Declaration of Interest

Quotation evaluation shall be performed on 80:20 principle (pricing and functionality 80% and BBEE 20%).