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| Quotation Number: | RFQ201911/010 |
| Description: | SUPPLY AND DELIVERY OF STATIONERY AT RATANDA WWCW |
| Bid Closing Date: | 15 November 2019 @12:00pm |
| Compulsory Briefing Session: | Not applicable |
| Plant Addresses: | RATANDA WWCW Maps to sites are on our web site: www.erwat.co.za (to Farm klipstappel, Vaal dam Road, Heidelberg (26°34'57.80" S, 28°18'11.29" E) |
| Contact Person | Nelisiwe Ngwane |
| 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 (Transparent) |
| 2 | HP Cartridge 950XL Black |
| 2 | HP Cartridge 951XL Cyan |
| 2 | HP Cartridge 951XL Magenta |
| 2 | HP Cartridge 951XL Yellow |
| 20 | 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 |
| 10 | 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) |
| 10 | Flathead drawing pins (100s per pack) |
| 10 | Pop-up Index Flags (50 sheets) 4.4 x 2.5 cm |

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| 6 | Sello Tape 48mmx50m |
| 2 | Croxley Monthly Time Book JD132 |
| 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) |
| 2 | SDS – 6 Drawer Filling System - Charcoal |
| 2 | Seagate 2.5 inch 1 TB expansion portable external hard drive |
| 10 | 2020 A5 Diary |
| 2 | 2020 A4 Diary |
| 1 | Parrot 450 Sheet Comb binder machine |
| 5 | Parrot Plastic Binding Combs - 10mm – Black (pack of 25) |
| 5 | Parrot Plastic Binding Combs - 16mm – Black (pack of 25) |
| 5 | Parrot Products Clear Polypropylene Binding Cover A4 (Pack of 25) |
| 2 | A4 270gsm Leather Grain Board Black - Pack of 50 |
| 5 | Typek A3 white paper 5 (reams) |
| 2 | Targus Campus 15 – 16” Nylon Back pack - Black |
| 4 | Parrot Magnetic White board erasers refills |
| 10 | Pentel Clutch pencil (0.5mm) |
| 10 | Pencil Leads 0.5mm (Pack) |
| 10 | Tippex |
| 1 | Laminating machine |
| 4 | Bic Clic Medium Black pens pack of 60 |
| 2 | SDS: M905 Wire Mesh Metal Square Waste Bin – 15L |
| 2 | Bic Clic Medium Red pens pack of 60 |
| 1 | Laminating pouch A4 160 Micron pack of 100 |

Quotation Requirements:

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) or Lease agreement
- Declaration of Interest MBD 4.2
- Valid BEE Compliance Certificate or Sworn Affidavit

GENERAL NOTES

All RFQ's must be e-mailed to: rfq@erwat.co.za