

**REQUEST FOR QUOTATION:**

Quotation Number:	RFQ202203/005		
Description:	SUPPLY AND DELIVERY OF STATIONERY AT MAINTENANCE		
CIDB Requirement	N/A	DTI provision (refer MBD 6.2 form)	N/A
Bid Closing Date:	14 March 2022 at 12h00		
Compulsory Briefing Session:	N/A		
Plant/Site Address:	R25 Bapsfontein Road		
Contact Person	Vianza Fortuin		
Contact Number	011 929 7009	e-mail	rfq@erwat.co.za
Bidders prices must be valid for a period of 30 days from closing		Only firm prices will be accepted	
Non-firm prices	In the case of prices not being firm due to rate of exchange factors, the MBD 3.2 form must be completed and attached to this document.		

**Service providers are hereby invited for the supply and delivery of stationery at maintenance.**

**SCOPE OF WORKS:**

<b>QUANTITY</b>	<b>DESCRIPTION</b>
3 boxes	King size paper clips (77mm)
10 units	Sign here flags (4433x12mm; 5 colours; 25 sheets per colour)
1 unit	Jumbo staple remover
3 units	Small staple removers
5 units	Pritt ( 43grams )
3 units	Scissors
15 boxes	A4 Typek printing paper
2 boxes	Bic click ball pen
1 box	Metal paper fastener
10 units	Post It sticky notes colour cube (50mmx50mm)
10 units	Post It sticky notes colour cube (76mmx76mm)
5 units	Stick 'n pop up flags set of 5 colours
30 units	Plastic quotation folders (black)
3 units	Staplers and staples
4 boxes	50g Elastic bands
4 boxes	100g Elastic bands
4 boxes	Grip binders fold back clips (25mm)
4 boxes	Grip binders fold back clips (41mm)
1 box	<b>unicover plus : black a4 portrait - S ( MAX. 40 pages) 1 x 96-Pack</b>
1 box	<b>unicover plus : black a4 portrait - M ( MAX. 80 pages) 1 x 72-Pack</b>
1 box	<b>unicover plus : black a4 portrait - L ( MAX. 120 pages) 1 x 60-Pack</b>
1 box	<b>unicover plus : black a4 portrait - XL ( MAX. 220 pages) 1 x 48-Pack</b>
1 box	<b>unicover plus : black a4 portrait - XXL ( MAX. 340 pages) 1 x 24-Pack</b>
1 box	Swedex pouch jet pro II – smart pouch laminating sheets A4 - BOX 100

**DELIVERY POINT**

ERWAT Head Office  
Maintenance Department  
R25 Bapsfontein Road

## **QUOTATION REQUIREMENTS:**

### **GENERAL NOTES AND SUBMISSION OF BIDS**

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

- Bidders must submit their quotation-bids via e-mail: [rfq@erwat.co.za](mailto:rfq@erwat.co.za).
- Bidders must complete the SUBJECT BOX with the relevant RFQ number and full description as advertised.
- Failure to include this may render your bid invalid.
- Please note that bids submitted electronically must be in the above e-mail address on or before 12:00 of the stipulated closing date. No electronic submissions received after 12:00:00 will be considered for recording and or evaluation.
- Declaration of Interest – MBD 4.2 (Download form ERWAT website/Procurement/Service Provider Registration).
- Valid Tax Clearance Pin issued by SARS on e-filing Bidders are required to submit their SARS pin and certificate as prescribed by SARS effective from 01 April 2016. Please visit [www.sars.gov.za](http://www.sars.gov.za) or ERWAT Website: [www.erwat.co.za/procurement](http://www.erwat.co.za/procurement) for more information;
- Bidders must be registered with National Treasury's Centralised Supplier Database (CSD) and can visit [www.csd.org.za](http://www.csd.org.za) for more information and registration procedures.