

SUPPLY AND DELIVERY OF STATIONERY AT RATANDA

Author : Pedro

Date posted : 2018-11-07

Bid Number : RFQ201811/007

Description :

SUPPLY AND DELIVERY OF STATIONERY AT RATANDA

| QUANTITY | DESCRIPTION |
|----------|---|
| 8 | 3M Sign here flag indexer |
| 3 | Vision letter tray set |
| 2 | Croxley Analysis Book Series 9 |
| 4 | PNY USB 3.0 16 GB |
| 4 | Parrot White Board Markers (Assorted colours) pack of 4 |
| 4 | Lever Arch Storage Unit (HoldS 6) |
| 3 | Casio FX82ZA Calculator |
| 2 | A4 2019 DIARY |
| 4 | Pritt Glue Sticks (43G) |
| 4 | Correction tape |
| 5 | Typek A4 Office Copy Paper white Box (5x500) |
| 2 | 160 Business Card Holder |
| 20 | PVC Ring Binder Files (Red) |
| 2 | Magnetic White board erasers |
| 2 | White board Cleaning Fluid (box of 6) |
| 4 | A5 2019 DIARY |
| 10 | Flathead drawing pins (100s per pack) |
| 4 | Cordless Mouse |
| 2 | 12 way surge protection adapter |
| 35 | A4 Certificate frame (210mmx297mm) |
| 2 | Croxley Monthly Time Book |
| 4 | Masonite Clip Boards |
| 10 | 20 Tab board dividers A4 |
| 4 | Bostik Prestik 100g |
| 1 | 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 BBEE 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 | $Ps = 80(1 - (Pt - P_{min})/P)$ 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. |

Other Requirements:

1. Good quality products need to be delivered.

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 Monday 12th November 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 : | 2018-11-12 |
| Compulsory site meeting : | N/A |
| Contact Person : | Mpho Mayisa |
| Contact number : | 016 341 9090/ 016 341 9000 |
| E-mail address : | N/A |
| Bid validity period : | 3 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="text"/> | |

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 **RFQ201811/007** and **SUPPLY AND DELIVERY OF STATIONERY AT RATANDA.** 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.