

REQUEST FOR QUOTATIONS:

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| Quotation Number: | RFQ201904/035 |
| Description: | SUPPLY AND DELIVER STATIONARY AND PRINTING TO WELGEDACHT WCW |
| Bid Closing Date: | 02 May 2019 |
| Compulsory Briefing Session: | N/A |
| Plant Address: | 1 Carnation Road, Welgedacht, Springs |
| Contact Person | Lerato Komana |
| Contact Number | 011 733 9901 |
| Validity period | 3 Days |

Bids are hereby invited for the Supply and deliver stationery and printing to Welgedacht WWTW per the following specification:

| Item No. | Description | Quantity |
|-----------------|---|-----------------|
| 1. | Feint & Margin A5 Note Books 192 Pages | 10 |
| 2. | 3 Aquire A4 288 PG Counter Book Feint & Margin Note Books | 10 |
| 3. | Pentel Fine Point Correction Pen 12ml | 10 |
| 4. | Rexel Stapler Standard 100 | 5 |
| 5. | USB (Quality Brand) | 10 |
| 6. | Bulk 1 KG Office Rubber Bands | 2 |
| 7. | Blue A4 Level Arch Files 70 mm PVC (15 Files in a Box) | 1 BOX |
| 8. | Green A4 Level Arch Files 70 mm PVC (15 Files in a Box) | 1 BOX |
| 9. | HP Cartridge Black 950X6 | 15 |
| 10. | HP Cartridge Cyan 951XL | 10 |
| 11. | HP Yellow Ink 951XL | 10 |
| 12. | HP Cartridge Magenta 951XL | 10 |

Quotation Requirements:

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

- **BBBEE Compliance Certificate**
- **Valid Original Tax Clearance Certificate**
- **Copy of Latest Municipal Account and Certification**
- **Declaration of Interest (Download form ERWAT website/Procurement/Service Provider Registration)**
- **Letter of Good Standing – Department of Labour**

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%).

