

Quotation Number:	RFQ201904/002	
Description:	SUPPLY AND DELIVERY THE STATIONERY MATERIAL AT OLIFANTSFONTEIN	
Bid Closing Date:	05/04/2019	
Compulsory Briefing Session:	n/a	
Plant Address:	Olifantsfontein WWTW 33 Keramiek Street Olifantsfontein	
Contact Person	Yulanda	
Contact Number	062 808 9988	
Validity period	3 Days	

Scope of work

CONSUMABLES	QUANTITY
Pens – Bic click pen black 1.0mm ball pen (60 per box)	X 3
Clutch pencil – Techniclick mechanical pencil	X 12
Printing paper Typek white A4 (5 reams=1box)	X 6
Whiteboard marker – wallet 6 assorted	X 3
Black permanent marker Artline EK70	X 24
Correction tape – 5mm x 5m	X 1
Correction Pen – 12ml	X 1
Prestik – 100g	X 1
Clipboard – A4 (not plastic)	X 5
Salotape	X 2
Scissor – 21cm	X 1
Books – A4 manuscript hard cover 192 pages feint/margin	X 10
Examination pad – A4 80 sheets	X 5
Books – Hard cover A5 192 page feint & margin	X 10
A4 Business envelopes clear	X 5
Filing tabs – writable 50mm x 38mm	X 3

Pop-up flags sticking, writable 45 x 12mm 200sheets/spades	X 2
USB – flash drive 8 GB	X 6
Paper Clips 33mm white 100 per box	X 10
Book labels plain (24 per pack)	X 2
Fork Knosh PIH40U3 brass 40mm	X 3

Quotation Requirements:

Work offered that **DO NOT** comply with the specifications will not be evaluated. 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%)

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	$Ps = 80(1-(Pt-P \text{ min})/P)$ <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.</p>	<p>Maximum of 20 points may be awarded for being HDI, subcontracting with an HDI, and/or achieving specified goals.</p> <p>Above points must be added to points scored for price. Only bidder with the highest points scored may be selected.</p>

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

- Valid Certified copy or original BBBEE Compliance Certificate;
- Valid Tax Clearance Pin issued by SARS on e-filing;
- Copy of Latest Municipal Account (not older than three months from date of closing);
- Declaration of Interest – MBD 4.2 [[download form](#)].

NB: Bidders will not be allowed on any of the ERWAT sites without a work permit and the correct PPE gear.

GENERAL NOTES

- Request for Quotations must be submitted electronically to the following e-mail address: rfq@erwat.co.za

- ERWAT reserves the right to not accept the lowest bid, to award the quote to more than one bidder, to award the quote in part or to not award it at all and bidders will have no claim of any kind in this regard.
- The subject line must only contain the RFQ number and description, quotations that do not follow these conventions will not be considered.
- Quotations that are not received on the specific date and time, will be marked as late responses and such quotations will, in terms of the Supply Chain Management Policy of ERWAT, not be considered by ERWAT as valid