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|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Quotation Number:</b>            | <b>RFQ201904/023</b>                                                                                                                                                                                                  |
| <b>Description:</b>                 | <b>SUPPLY AND DELIVERY OF STATIONERY AT HEIDELBERG</b>                                                                                                                                                                |
| <b>Bid Closing Date:</b>            | <b>24 April 2019</b>                                                                                                                                                                                                  |
| <b>Compulsory Briefing Session:</b> | <b>Not applicable</b>                                                                                                                                                                                                 |
| <b>Plant Addresses:</b>             | <b>HEIDELBERG WWCW</b><br><br><b>Maps to sites are on our web site: <a href="http://www.erwat.co.za">www.erwat.co.za</a></b><br><br>(to 385 Farm Boschoek, Vaal dam Road, Heidelberg (26°34'58.82" S, 28°18'10.64" E) |
| <b>Contact Person</b>               | <b>Mpho Mayisa</b>                                                                                                                                                                                                    |
| <b>Contact Number</b>               | <b>016 341 9090/ 016 341 9000</b>                                                                                                                                                                                     |
| <b>Validity period</b>              | <b>3 Days</b>                                                                                                                                                                                                         |

#### **REQUEST FOR RFQ:**

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#### **SUPPLY AN DELIVERY OF STATIONERY**

| <b><u>QUANTITY</u></b> | <b><u>DESCRIPTION</u></b>                               |
|------------------------|---------------------------------------------------------|
| 8                      | 3M Sign here flag indexer                               |
| 2                      | Vision letter tray set                                  |
| 10                     | HP Cartridge 950XL Black                                |
| 10                     | HP Cartridge 951XL Cyan                                 |
| 10                     | HP Cartridge 951XL Magenta                              |
| 10                     | HP Cartridge 951XL Yellow                               |
| 10                     | Donau Lever Arch Files 75MM Blue                        |
| 10                     | 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                            |
| 6                      | 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)                   |

|    |                                                                  |
|----|------------------------------------------------------------------|
| 1  | WD Elements 2.5 Inch Portable Hard Drive - 1TB - Black           |
| 10 | Flathead drawing pins (100s per pack)                            |
| 10 | Pop-up Index Flags (50 sheets) 4.4 x 2.5 cm                      |
| 4  | Laptop bags (Targus CN600 Classic 15-16" Backpack Bundle - Black |
| 6  | Sello Tape 48mmx50m                                              |
| 2  | Croxley Monthly Time Book                                        |
| 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)                             |

### ***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](http://www.csd.gov.za)). Quotation evaluation shall be performed on 80:20 principles (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:

| <b>PPS</b>   | <b>Contract value</b>                             | <b>Formula</b>                                                                                                                                                                                                  | <b>Additional Considerations</b>                                                                                                                                                                                                          |
|--------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>80/20</b> | Equal to or above R 30 000.00 and up to R 200 000 | $Ps = 80(1 - (Pt - P_{min}) / P)$ <p>Where<br/> Ps = Points scored for price of bid under consideration.<br/> Pt = Rand value of bid under consideration.<br/> P min = Rand value of lowest acceptable bid.</p> | Maximum of 20 points may be awarded for being HDI, subcontracting with an HDI, and/or achieving specified goals.<br>Above points must be added to points scored for price.<br>Only bidder with the highest points scored may be selected. |

### **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)
- Declaration of Interest MBD 4.2 (Download form ERWAT website/Procurement/Service Provider Registration)
- Valid BBB-EE Compliance Certificate