

Quotation Number:	RFQ201904/023
Description:	RE-ADVERT: SUPPLY AND DELIVERY OF STATIONERY AT HEIDELBERG WWCW
Bid Closing Date:	13 May 2019
Compulsory Briefing Session:	Not applicable
Plant Addresses:	HEIDELBERG WWCW Maps to sites are on our web site: www.erwat.co.za (to 385 Farm Boschoek, Vaal dam Road, Heidelberg (26°34'58.82" S, 28°18'10.64" E)
Contact Person	Mpho Mayisa
Contact Number	016 341 9090/ 016 341 9000
Validity period	3 Days

REQUEST FOR RFQ:

SUPPLY AN DELIVERY OF STATIONERY

<u>QUANTITY</u>	<u>DESCRIPTION</u>
8	3M Sign here flag indexer
2	Vision letter tray set
10	HP Cartridge 950XL Black
8	HP Cartridge 951XL Cyan
6	HP Cartridge 951XL Magenta
4	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). 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:

PPS	Contract value	Formula	Additional Considerations
80/20	Equal to or above R 30 000.00 and up to R 200 000	$Ps = 80(1 - (Pt - P_{min})/P)$ <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 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

GENERAL NOTES

Completed quotations must be **EMAILED** to RFQ@erwat.co.za , with RFQ number in the description

