

<b>Quotation Number:</b>	<b>RFQ201906/002</b>
<b>Description:</b>	<b>SUPPLY AND DELIVERY OF STATIONERY AT HEIDELBERG WWCW</b>
<b>Bid Closing Date:</b>	<b>7 JUNE 2019</b>
<b>Compulsory Briefing Session:</b>	<b>Not applicable</b>
<b>Plant Addresses:</b>	<b>HEIDELBERG WWCW</b>  <b>Maps to sites are on our web site: <a href="http://www.erwat.co.za">www.erwat.co.za</a></b>  (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
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
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	$Ps = 80(1-(Pt-P \text{ min}/P))$ 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.

### **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/MBD4.2)
- Valid BBB-EE Compliance Certificate