



## REQUEST FOR QUOTATIONS (RFQ)

**Description of Services: Supply and Delivery of Stationery**

**Request date: 19 September 2022**

**Closing date: 21 September 2022 (No late submissions will be considered)**

**Closing Time: 11H00 p.m.**

### COMPULSORY REQUIREMENTS

The following copies must be attached when returning the RFQ:

- Valid Compliant Status Pin
- Copy B-BBEE Certificate/ Sworn Affidavit (non-disqualifying factor)
- Submission of the following Signed and Completed Standard Bid Documents (SBD) Forms which are attached to this request:
  - SBD 4: Declaration of Interest
- Price(s) quoted must be firm and inclusive of VAT (If VAT registered) and inclusive of all cost e.g disbursements.
- All quotes must be prepared according to the scope of work.

**The quotation must be submitted via email to [quotations@nhfc.co.za](mailto:quotations@nhfc.co.za)**

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF STATIONERY

#### 1. INTRODUCTION

**The National Housing Finance Corporation (NHFC)** was established by the National Department of Human Settlements as a development finance institution (DFI) in 1996, with the principle mandate of broadening access to affordable housing finance for the low- and middle-income households.

NHFC is a national public entity, the NHFC adheres to the regulatory framework of the Public Finance Management Act (PFMA) of 1999.

The NHFC provides wholesale funding in the affordable housing market mainly to social housing institutions, non-banking retail intermediaries, privately owned property developers, construction companies and investors. It also provides loans and other form of wholesale funding (equity and quasi equity) to certain niche businesses that are in the affordable housing market.

#### 2. PURPOSE OF REQUEST FOR QUOTATION (RFQ)

The purpose of this Request for Quotation (RFQ) is to solicit proposals from potential service providers for the **Supply and Delivery of Stationery at PE Office**. This RFQ document details and incorporates, as far as possible, the tasks and responsibilities of the potential service provider required by NHFC. This RFQ does not constitute an offer to do business with NHFC but merely serves as an invitation to bidders to facilitate a requirements-based decision process.

### 3. SCOPE OF WORK

The appointed service provider will be required to assist the NHFC with the supply and delivery of stationery as per below:

1. iBinding Comb Machine 12 to 450 Sheet



2. Binding Combs (10mm,12mm,14mm,16mm) 5 Boxes of Each
3. Under desk Bin X 3 and 1 Big Bin 33cm Metal Mesh
4. Heavy Duty Stapler X 1
5. Medium desk size stapler X 4
6. Staples (23/8 ,26/6, 24/6)
7. Staple Remover Medium desk size X 5
8. Heavy Duty Staple Remover X 1
9. Arch Liver File 10 pack X2
10. Plastic Sleeves A4 X 1 Box
11. Sticky Note Set X 5
12. Pritt Glue Stick 43g X 5
13. A3 X 6 and A4 X 10 Rotarim Paper boxes
14. Desk Scissors X 5
15. Box of Eraser X 1
16. Box of Pen X 3 (Paper mate Inkjoy)
17. Box of Pencil X 3 Staedtler
18. High Lighter X 8
19. Storage Tray X 5
20. Clip Boards X 6
21. Rulers X 6 300Mm
22. 2Quire X 5
23. Calculator X 5 Scientific calculator
24. Pencil Holder X 5
25. Sellotape 48mm x 50mm X 3
26. Meeting recorder 8GB MP3/PCM 360deg

- 27. White board for Boardroom Parrot T-Leg set 15mm (1400 X 600mm)
- 28. 32 Gig USB X 6
- 29. Sharpener Staedtler metal x 6

**Delivery: 1 -2 weeks after purchase order has been issued.**

**Delivery address:** 2nd Floor, Fairview House, Fairview Office Park, 66 Ring Road, Greenacres, Port Elizabeth 6057

Enquiries regarding the RFQ must be directed to the below persons in **writing only**:

**SCM Enquiries**

Davies Mogale

Tel no: 011 644 9929

[daviesm@nhfc.co.za](mailto:daviesm@nhfc.co.za)

**SBD4**

## **BIDDER'S DISCLOSURE**

### **1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### **2. Bidder's declaration**

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of institution</b>	<b>State</b>

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

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Signature

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Date

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Position

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Name of bidder