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04 June 2024

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF STATIONERY

The William Humphreys Art Gallery (WHAG) based in Northern Cape is a schedule 3 public entity (not for profit) and public benefit organisation supported by the National Department of Sport, Arts and Culture. The William Humphreys Art Gallery provides for the aesthetic and cultural needs of the local community it serves as well as to the people of South Africa and the African continent.

WHAG invites quotations for Appointment of a service provider for supply and delivery of stationery in full compliance with the Public Finance Management Act (PFMA) Act 1 of 1999 and related regulations.

For enquiries, bid specifications and mandatory documents to be completed contact Mpho Matsitle at 053 831 1724.

Closing date for quotations is 14 June 2024. Submit written quotations through via email to mpho@whag.co.za

The William Humphrey Art Gallery reserves the right to not make any appointment in this regard.

TERMS OF REFERENCE FOR SUPPLY AND DELIVER: STATIONERY

William Humphreys Art Gallery invites quotations for supply and delivery of below stationery for the Outreach Programme:

ITEM NO	DESCRIPTION OF GOODS	QUANTITY
1	A4 Drawing Book 24pg	585
2	Glue Stick (22g)	585
3	Blunt Nose Scissors (Right-Handed) 14cm	585
4	Croxley Create Colour Pencil Crayons – Pack of 12	585
5	HB Pencils – Box of 12	24
6	Croxley Create Jumbo Fibre Tip Markers – Pack of 12	585
7	A4 Clear Binding Covers 180 Microns (100 Per Pack)	4 packs
8	Aluminium Foil Heavy-Duty 30cm x 5m	5
9	Mathematical Set – 10 Pcs	330
10	Project Board (160g) A4 Pad – 50 Sheets (Assorted Colours)	8 packs
11	Wooden Toothpicks (100 Per Pack)	4 packs
12	3M Scotch Magic Tape 24mm x 50m	4 rolls
13	Masking Tape 48mm x 40m	20 rolls
14	Brown Packing Tape 48mm x 40mm	20 rolls
15	A4 Bond Paper Box (500 Sheets)	4 boxes
16	Crazy Crafts Crazy Crafty Clay Kit (Assorted Shapes)	585
17	Silicone Earring Backs – Pack of 24	18 packs

Conditions of contract:

1. The quotation should cover all costs to provide the service.
2. Quotations that do not include all items as listed above will be considered non-responsive.
3. The validity period for the quotation after closure will be 60 days.
4. Delivery within 21 days of purchase order issue.
5. Payment for items delivered will be done within thirty (30) days of valid invoice.

EVALUATION CRITERIA

Pricing and Preferential Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- a. **Pricing** 80 points
- b. **Preferential Points** 20 points

Preferential Points will be awarded as per below scoring:

CRITERION	POINTS	PROOF OF CLAIM
B-BBEE Status	4	Valid B-BBEE verification certificate or an affidavit confirming micro enterprise status.
Businesses Based in the Northern Cape	4	Proof of Business Address
Ownership by Youth	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by Women	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders
Ownership by People with Disabilities	4	WHAG SBD 4 Form, Company Registration Documents, and Identity Documents of Shareholders

B-BBEE Status Points will be awarded as per below:

B-BBEE STATUS	POINTS
Level 1	4
Level 2	3
Level 3	2
Level 4 and below	1
Non-compliant	0

Ownership Points for Youth, Women, and People with Disabilities will be awarded as per below:

OWNERSHIP	POINTS
Above 50%	4
Above 40%	3
Above 25%	2
Above 10%	1

MANDATORY INFORMATION TO BE SUBMITTED

The written application should be accompanied by the following minimum documentation:

- a. Central Supplier Database (CSD) Registration Number
- b. WHAG SBD 4 Form – Bidder's Disclosure

*All current and potential creditors/contractors/consultants and other suppliers of goods and services to William Humphreys Art Gallery are required to **self-register** on the government Central Supplier Database. Please visit the CSD website www.csd.gov.za for further details.*