

**INXUBA YETHEMBA
UMASIPALA WASEKHAYA / PLAASLIKE MUNISIPALITEIT /
LOCAL MUNICIPALITY**

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"A coherent developmental municipality putting people first and providing a better life for all its citizens"

REQUEST FOR QUOTATION

To:	ALL PROSPECTIVE SERVICE PROVIDERS
Project Name:	SUPPLY AND DELIVERY OF STATIONERY
Requestor:	INXUBA YETHEMBA MUNICIPALITY
QUOTATION NO.	IYM08/02/2023Q
NOTICE NO.	25/2022
Advert Date:	1st March 2023
Closing Date:	7th March 2023

SPECIFICATION

SPECIFICATION AND PRICING SCHEDULE

Pricing Schedule:

No.	Item	Quantity	Unit Price	Total Price
1.	Machine Rolls 57x57	10 boxes		
2.	Prestik	50		
3.	Black Ball Point Pens	500		
4.	Highlighters	100		
5.	Pencils	200		
6.	Artline Coki	100		
7.	Paper clips	100 boxes		
8.	Paper terminal rolls 57x40	10 boxes		
9.	Gel Pens	30 boxes		
10.	A4 white Copy Paper	100 boxes		
11.	Colour Paper	50 Packets		
12.	Eraser	100		
13.	Ruler	100		
14.	10 Tab File Dividers	200 packets		
15.	Brown Envelope 110x220mm (no window)	40 boxes		
16.	Envelops A5	50 boxes		
17.	Folder flat file (manilla file)	50 packets		
18.	Plastic sleeves	50 packets		

19.	Sticky notes	50 packets		
20.	Paper trays	10		
21.	Big scissors	20		
22.	Clipboards	30		
23.	Permanent Marker (black, blue and red)	500		
24.	Tip ex	50		
25.	Staples for Gaint Stapler	50 boxes		
26.	A4 Hardcover Books	200		
27.	A5 Hardcover Books	200		
	Sub – total			
	Vat @15%			
	TOTAL			

Evaluation criteria

The quotes will be evaluated using the 80/20 preferential point system.

- 20 points will be allocated as follows:

Locality: 50%

Locality	Number of Points 80/20
Enterprise within Inxuba Yethemba Local Municipality	10
Enterprise within Chris Hani District Municipality	8
Enterprise within Eastern Cape	5
Enterprise within South Africa	2
Enterprise from outside of South Africa	0

- Municipal Account must be submitted for points to be allocated.

BBBEE: 50%

- 10 points will be allocated to 100% Black owned firms
- BBBEE certificate/ sworn affidavits must be submitted for points to be allocated.

Payment for Services

Payment will be issued with 30 days after goods have delivered.

All relevant information must accompany all quotations submitted. No late or incomplete quotation will be accepted for consideration.

The municipality reserves the right not to accept the lowest or any quotation and no reason for the acceptance or rejection of a quotation will be furnished.

General

- The Inxuba Yethemba Municipality Supply Chain Management policy shall apply
- All prices will be evaluated inclusive of VAT, except where a non-VAT vendor has submitted a responsive bid. In this case, all bids prices will be evaluated exclusive of

VAT.

- Certified copies of identity documents of directors.
- Quotations must be signed or annexed with a company stamp.
- Bidders to supply municipal utility bill or lease agreement.
- Bidders to include the following municipal declarations with the quotations: MBD 4 and MBD 9.
- Quotations to be valid for 60 days from the closing date.
- IYM reserves the right to award the quotation in full or part thereof.
- CSD report must be submitted
- SARS Pin or Tax compliance certificate

Note: Failure to attach the B-BBEE Status Level Certificate will result in the bidder losing the preference points.

Formal written price quotations should be submitted in a sealed envelope, clearly marked "QUOTATION NO: IYM08/02/2023Q) **SUPPLY AND DELIVERY OF STATIONERY)**", which must be placed in the bid box, located at the Registry Office in the IYM offices No. 1 JA Calata Street, Cradock, 5880, **before 8th March 2023 at 12pm on the closing date.**

For further enquiries with regard to the Request for Quotation, please contact the Project Manager, Ms. O Tshona on 048 801 5031 or email olwethu@iym.gov.za

All suppliers are required to register on the Central Supplier Database (CSD), as well as submit a Declaration of Interest form (available from the Supply Chain Office). Information on the CSD is available on the CSD website: www.csd.gov.za.

Should you have any SCM related enquiries please contact the **Supply Chain Management Unit;**

- Silulami Mbilane (048) 801 5059 or email silulami@iym.gov.za

CLOSING DATE: 8th of March 2023 AT 12H00

APPROVED/NOT APPROVED

**MR MW MBEBE
ACTING MUNICIPAL MANAGER**
