

**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**

<b>To:</b>	<b>ALL PROSPECTIVE SERVICE PROVIDERS</b>
<b>Project Name:</b>	<b>SUPPLY AND DELIVERY OF STATIONERY</b>
<b>Requestor:</b>	<b>INXUBA YETHEMBA MUNICIPALITY</b>
<b>QUOTATION NO.</b>	<b>IYM03/11/2022Q</b>
<b>NOTICE NO.</b>	<b>167/2022</b>
<b>Advert Date:</b>	<b>07 November 2022</b>
<b>Closing Date:</b>	<b>14 November 2022</b>

**SPECIFICATION**

**SPECIFICATION AND PRICING SCHEDULE**

**Pricing Schedule:**

<b>No.</b>	<b>Description of service</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
1.	2 PLY Terminal Rolls 76 x 76 (Yellow and white)	50 Boxes		
2.	A4 Envelopes	50		
3.	A4 White Copy Paper	200 Boxes		
	<b>Sub-total</b>			
	Vat @ 15%			
	<b>TOTAL</b>			

**Evaluation criteria**

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

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 reflecting status of accounts.
- Bidders to include the following municipal declarations with the quotations: MBD 4, MBD 8 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: IYM03/11/2022 (**SUPPLY AND DELIVERY OF FILES**)", 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 12pm 14 November 2022 at on the closing date. No email submissions will be allowed.**

For technical enquiries with regard to the Request for Quotation, please contact the Project Manager, Ms L Tshona on 048 8015031 or [olwethu@iym.gov.za](mailto: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](http://www.csd.gov.za).**

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

- Lwandokazi Ntloko (048) 801 5061 or email [lnitloko@iym.gov.za](mailto:lnitloko@iym.gov.za)

MWM MBEBE  
MUNICIPAL MANAGER