



LEJWELEPUTSWA DISTRICT MUNICIPALITY

Office of the District Municipal Manager

Cnr. Jan Hofmeyer & Tempest Road

P.O. Box 2163

WELKOM

9460

RFQ NO. 598/04/2024

REQUEST FOR SERVICE PROVIDERS TO SUPPLY STATIONERY.

PLEASE REFER TO SPECIFICATION ATTACHED FOR DETAILS

Quotations must be submitted on the letterhead of your business and must be hand delivered or posted for the attention of:

Mr. T. Masapo
Lejweleputswa District Municipality
Supply Chain Management Unit
CNR Jan Hofmeyer and Tempest Road,
Welkom
9460

The Following Conditions will apply:

- Price(s) quoted must be Vat Inclusive and must be valid for at least thirty (30) days from date of your offer
- Bidders must attach quotation with a letter head of the company when submitting bids.
- This bid will be evaluated in terms of the **80/20** preference point system in terms of LDM Preferential Procurement Policy of 2022 and Supply Chain Management Policy, and for this purpose the **MBD1, MBD4, MBD6.1, MBD8** and **MBD9** must be scrutinized, completed and submitted together with your bid. **Non-adherence to this request will lead to disqualification.**
- In order to claim preference points for specific goals. **1. B-BBEE** (10) a valid original or certified B-BBEE status level verification certificate (SANAS accredited) or a sworn affidavit completed on the DTI format must be submitted to validate the claim. **2. Locality** (10) The tenderer shall submit a Municipal Billing Clearance Certificate/municipal rates and service charges statement (not in arrears for more than 90 days), if renting a lease agreement and owner's copy of up-to-date municipal rates and service charges (not in arrears for more than 90 days). Should the tenderer not be based in the Lejweleputswa District Municipality, he shall submit a Municipal Billing Clearance Certificate issued by the municipality in which he/she is based.
- A valid SARS Tax Clearance Certificate and the tax compliance status pin to be submitted. It is the responsibility of the bidder to ensure that the company's Tax Status remains **compliant** at **ALL** times.
- Bidder should ensure all information in the National Treasury Central Supplier Database is accurate and complete.

- NB:**
- **No proposals will be considered from the person in the service of the state.**
 - **No late proposals will be considered.**
 - **Emailed or Faxed Proposals will not be considered**
 - **All tenders must be submitted on the official forms (not to be re-typed). Only original signed tender documents will be accepted**
 - **Lejweleputswa District Municipality will not process any bid with missing pages, forms and or not fully completed**

Enquiries: Technical - Mrs SC Abrams
A.M SCM - Mr. T. Masapo

(seccorporateservices@lejwe.co.za) 057 108 5000
(tshego@lejwe.co.za) 057 108 5000

Mr. M.L. MAKHETHA

DISTRICT MUNICIPAL MANAGER

Closing date: **09 May 2024 @ 12:00 pm**

SPECIFICATION DETAILS-FOR STATIONERY

RFQ 598/04/2024

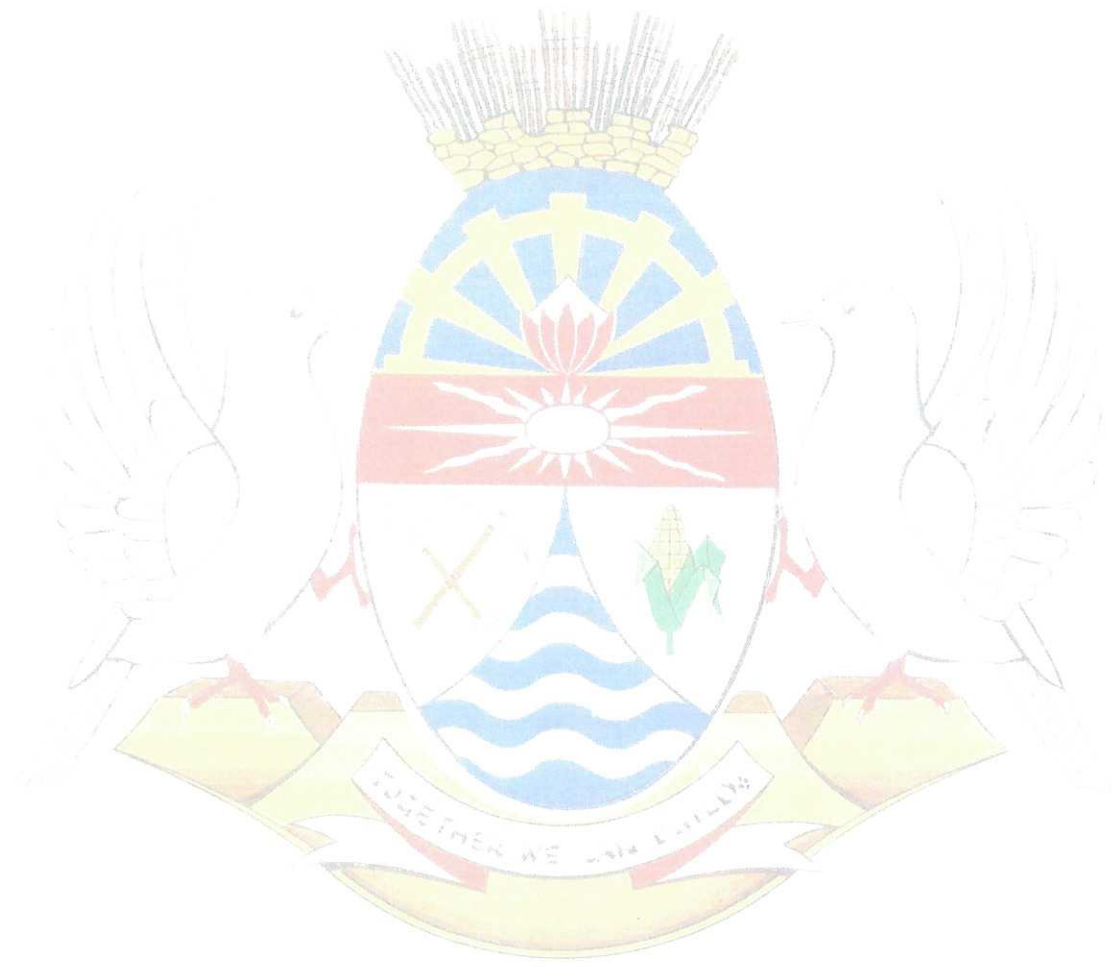
ITEM	QUANTITY
Pritt (43g)	10
Bostik Glue Stick Jumbo (36g)	20
Filing Pockets (100)	2
Plastic Files (100)	2
Polypropylene Indexes (30 Tab Numbered)	10
Binding Covers – Clear (100)	5
Plastic Ring Binding Comb 6mm/25Sheets – Black (100 Pack)	2
Plastic Ring Binding Comb 10mm/55Sheets – Black (100 Pack)	5
Plastic Ring Binding Comb 12mm/85Sheets – Black (100 Pack)	5
Plastic Ring Binding Comb 16mm/125Sheets – Black (100 Pack)	5
Plastic Ring Binding Comb 20mm/150Sheets – Black (100 Pack)	3
Staplers (Bantex 9343)	10
Staples No. 56 x 5000	20
Staple Removers	10
Croxley Shorthand Notebook A5 - wire bound faint with red centre line (144 pages)	1 Box
Pilot- BL-G2 5 Retractable gel Rollerball Pen 0.5mm (Black)	2 Boxes

ITEM	QUANTITY
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Pilot PLBLSG25BLK Refill 0.5mm (Black)	3 Boxes
Pilot-BL-VB5/7 Ball Liquid Ink Rollerball Pen (Black)	1 Box
Bic – Crystal Xtra Life Ballpoint Pen (Black)	30 Boxes
Croxley – BallPoint Pen Desk Set	5
Staedtler Tradition 110 Pencils HB (Set of 12)	5
Artline 70	10
Croxley Erasers	10
Masonite Clipboard (Metal Clip)	2
Primeline Shatterproof Ruler (Clear)	15
Pencil Sharpeners Metal Single Hole	10
Tortoise Shell Superior Scissors	10
Flip File Pocket (50 Pocket)	5
Stick 'n Sign Here Flags 30 Flags – Assorted (5 Pack)	20
Post-It Mini Flags Per Pack and 2 Arrow Packs – Assorted	20
Maestro Color – 160GSM Pastel Board Tints (Dessert Yellow – 250 Pack)	20
Pentel Correction Tape	10
Rexel – Magiclips Dispenser	5
Nalclips Gun 1126 for 4mm	3 Boxes
Nalclips Gun 6mm 1202 (50 Pack)	3 Boxes
Self Adhesive Rolls 450mm x 16mm Clear	2
Kenzel Foldback Clips 19mm length (Pastel Colour) 40 Pack	20 Boxes
Kenzel Foldback Clips 32mm length (Pastel Colour) 24 Pack	10 Boxes
Foska – Push Pins Assorted – 30 Pack	5
Kenzel - Paper Clip 32mm - 100 Pack	15

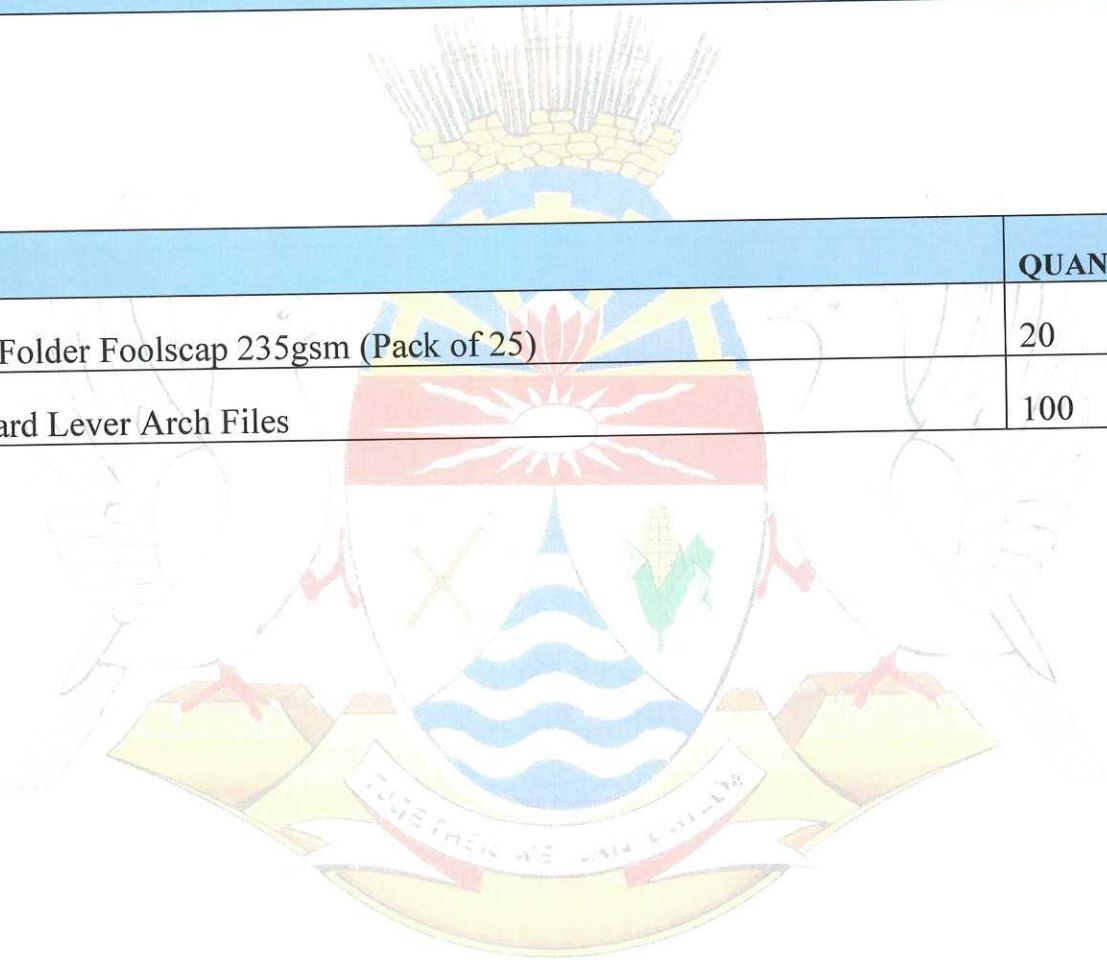
ITEM	QUANTITY
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Stabilo Boss Original Highlighters 8 Pack	10
Verbatim – Pinstripe USB 16 GB (Black)	10
Whiteboard Starter Kits (Magnetic-2 Whiteboard markers, 1 cloth, 1 x 237ml cleaning fluid, 4 x 20mm moulded magnets and magnetic eraser)	5



ITEM	QUANTITY
Fellowes – Plasma A3 Guillotine (40 Sheet) 480mm	1
Fellowes – Neptune 3 A3 Laminator 800mm (60s warm up time)	1
Fellowes – Galaxy E Comb Binding Machine 500 Bind Sheets (80gsm) Punch (28 Sheets)	1
Parrot – Mobile/ Revolving Magnetic Whiteboard (1800 x 1200mm)	1

ITEM	QUANTITY
3 Flap Folder Foolscap 235gsm (Pack of 25)	20
A4 Board Lever Arch Files	100



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	RFQ NO. 598 -04-2024	CLOSING DATE:	09/05/2024	CLOSING TIME:	12:00
DESCRIPTION	REQUEST FOR SERVICE PROVIDERS TO SUPPLY STATIONERY AS PER SPECIFICATIONS				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS):					

LEJWELEPUTSWA DISTRICT MUNICIPALITY Cnr JAN HOFMEYER AND TEMPEST ROAD WELKOM 9460	OR
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BID RESPONSE DOCUMENTS MAY BE POSTED TO:

ACTING MUNICIPAL MANAGER
 LEJWELEPUTSWA DISTRICT MUNICIPALITY
 Cnr JAN HOFMEYER AND TEMPEST ROAD
 WELKOM
 9460

SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE		NUMBER
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TAX COMPLIANCE STATUS	TCS PIN:		OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	SCM	CONTACT PERSON	Mr M. Rantsatsi
CONTACT PERSON	T. Masapo	TELEPHONE NUMBER	(057) 108 5000
TELEPHONE NUMBER	(057)108 5000	FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1.	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.2.	DOES THE ENTITY HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.4.	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO
3.5.	IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE: