

**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.	IYM07/03/2024Q
NOTICE NO.	67/2024
Advert Date:	03 APRIL 2024
Closing Date:	10 APRIL 2024

SPECIFICATION

SPECIFICATION AND PRICING SCHEDULE:

No.	Description of Goods or Service	Quantity	Unit Price	Total Price
1	Black Pens	500		
2	Gel Pens	500		
3	HB Pencils	300		
4	Tip –Ex	200		
5	Big Scissors	100		
6	Sticky Notes	100 PCTS		
7	Big Cellotape	200		
8	Short Hand Note Book	200		
9	Stapler	50		
10	File Dividers – Tabs 10 (paper)	100 PCTS		
11	Order books (Inxuba Yethemba Municipality logo) Duplicate pages 3	30		

12	Opti Plan Boxes A4 Board Container	200		
13	Good Received books (Inxuba Yethemba Municipality logo) 1 original page 3 duplicates	20		
14	Paper Tray	50		
15	Manilla Files	100 PCTS		
16	Opti Plan Stickers	200		
17	A3 Envelopes (manilla)	5 Boxes		
	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 reflecting status of accounts.
- 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: IYM07/03/2024Q (**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 12 pm on the closing date of 10 APRIL 2024. No email submissions will be allowed.**

For inquiries regarding the Request for Quotation, please contact the Project Manager, Ms. O Tshona at 0488015031

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 SCM-related inquiries please contact the **Supply Chain Management Unit;**

- Tandelwetu Petelo (048) 801 5139 or email tpetelo@iym.gov.za

CLOSING DATE : 10 APRIL 2024 AT 12H00