

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES AND STATIONERY FOR TRADE & INVESTMENT KWAZULU-NATAL.

RFQ Number	RFQ202425/27
RFQ Issue Date	11 March 2025
Briefing Session	N/A
RFQ Description	Supply and Delivery of Office Consumables and Stationery for Trade & Investment KwaZulu-Natal.
Closing Date & Time	14 March 2025 at 12pm.
Location for Submissions	quotations@tikzn.co.za (Please quote RFQ number on the email subject)

Bidders must submit responses via e-mail at: quotations@tikzn.co.za before or on the stipulated date and time. For any queries or enquiries, please use the above-mentioned email address.

Trade & Investment KwaZulu-Natal requests your quotation on the goods listed above. Please provide us with all the information as requested and return your quotation on or before the date and time stipulated above. Late and incomplete submissions will invalidate the quotation submitted.

Supplier Name: _____

Postal Address: _____

MAAA NO. (CSD No.): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Cell No.: _____

Signature of Bidder: _____

KwaZulu-Natal Office

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DIRECTORS: R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)

DETAILED SPECIFICATION

SUPPLY AND DELIVERY OF OFFICE CONSUMABLES AND STATIONERY FOR TRADE & INVESTMENT KWAZULU-NATAL.

1. INTRODUCTION

- 1.1 Trade & Investment KwaZulu-Natal is a South African trade and inward investment promotion agency, established as a Schedule 3C public entity, to promote the province of KwaZulu-Natal as an investment destination and to facilitate trade by assisting local companies to access international markets. In terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA), Trade & Investment KwaZulu-Natal, must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2 Trade & Investment KwaZulu-Natal is governed by the KwaZulu-Natal Trade and Investment Agency Act, 2010 (Act No. 05 of 2010). In chapter 2 section 4 (1) of the KwaZulu-Natal Trade and Investment Act, the main functions of the entity are to:
- 1.2.1 Identify, develop, market and promote investment opportunities in the province to international and domestic investors.
 - 1.2.2 Develop the export capacity of the province.
 - 1.2.3 Develop the export market of the province.
 - 1.2.4 Foster trade and investment within the province.
 - 1.2.5 Develop a provincial investment and export plan for the development, promotion and marketing of inward investments and exports from the province.
 - 1.2.6 Keep and maintain a database of investment opportunities within the province in such a manner as to benefit all sectors of the economy.

2. BACKGROUND

The procurement of office consumables and stationery is essential for maintaining a productive and efficient work environment. Having a consistent supply of necessary consumables and stationery ensures that employees can perform their tasks efficiently without interruptions. This leads to increased productivity and better overall performance within the organization.

3. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request suitable service providers to supply and deliver consumables and stationery for Trade & Investment KwaZulu-Natal.

4. SCOPE OF WORK

DESCRIPTION	QUANTITY
Consumables	
1. Brown Sugar 3kg	20
2. White Sugar 2.5 kg	08
3. Coca-Cola cans 300ml pack of 6	01
4. Sprite cans 300ml pack of 6	01
5. Sparkling water 500ml	12
6. Five Roses tagless teabags 200g	06
7. Nescafe Classic Instant Coffee e200g	18
8. Decaf Nescafe e200g	12

9. Ricoffy e750g	06
10. Rooibos (Freshpak) tagless tea bags 200g	08
11. Doom odourless multi-insects spray 180ml	10
12. 12x4x350 sheet 2ply toilet paper (similar to Baby soft or Twin saver) 48 in pack	08
13. Long life fat free milk (1litre x6)	1 box
14. Long life full cream milk (1Litre x 6)	40 Boxes
<i>NB: To avoid keeping milk for long, delivery must be made twice, 20 boxes per delivery. The second delivery date will be communicated with the successful bidder.</i>	
Stationery	
1. Paper clips Treeline 33mm coloured (Box of 100)	10
2. Kangaro le 35F quarter strip paper pro stapler	12
3. Arch leaver file black	150
4. Large scissors 21 CM	10
5. 1 hole sharpener	10
6. HB pencil	10
7. 30 cm Ruler	10
8. A4 Mondi printing paper rotatrim (x5 reams)	50 boxes
9. A4 file dividers indices unprinted 10 dividers with separate	100
10. Prestik 100g	7
11. Multipurpose paper A3 500 sheets	1 box
12. Opti plan file 425 files (x50 includes clips) and (x50 Reference :520110) no clips	100
13. Black pilot G-2 0.5 ball pen	30
14. Blue pen pilot	20
15. A4 2quire book 192 pages	20
16. Pencil holder nexx round up desk tidy black	3 each
17. Shredder - Shreds 10 sheets of paper at a time into 2 x 12mm micro-cut particles - Safety lock manually disables the shredder to prevent accidental activation - Shreds non-stop for up to 10 minutes 19L pullout bin for easy disposal of paper waste 2 years machine/5 years warranty	1
18. Voice Recorder: Olympus DM-720 Digital Voice Recorder with pouch.	1
19. Toner: HP 78A for HP LaserJet Pro P1566 Printer. Original Black Toner cartridge	2

5. EVALUATION PROCESS

5.1 Phase 1: SCM Administrative Requirements

5.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.

5.1.2 The SBD 4 form must be completed, signed by the authorized company representative.

- 5.1.3 The SBD1 form must be completed, signed by the authorized company representative.
- 5.1.4 The POPIA consent form must be completed, signed by the authorized company representative.
- 5.1.5 The bidder must submit SBD 6.1 preference points claim form.

Failure to provide the above information may lead to the bidder's proposal not being considered further.

5.2 Phase 2: Compliance with RFQ specifications

- 5.2.1 Quoting on less/ fewer items/ quantities than what has been requested will invalidate your quotation.
- 5.2.2 Only bid proposals that comply with RFQ specification will be further evaluated on price and specific goals scoring according to PPPFA 2022 regulations.

5.3 Phase 3: Price and Specific Goals Scoring

5.3.1 Pricing Considerations

- a) Bidders' price quotations must be inclusive of all applicable taxes (including VAT).
- b) Bidders' total price weighs 80 points.

5.3.2 Specific Goals

- a) The bidder must submit the SBD 6.1 preference points claim form.
- b) B-BBEE Certificate / Affidavit.
- c) Bidders' specific goals weigh 20 points.

Specific Goals Criteria	Points
Ownership by Historically Disadvantaged Individuals (HDIs):	
1. Disabled Owned Enterprises = 10 points Proof of claim: Medical certificate/ letter from a registered medical professional.	20
RDP Goals 2. Promotion of enterprises located in eThekweni Municipality for work to be done or services to be rendered. = 10 points Proof of claim: Certified copy of a utility bill for property rates and services/ valid lease agreement/ original proof of residence signed by a Ward Councillor.	
Total Points	20

RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will result in your company scoring zero (0) points for specific goals.

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS e-Filing prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@tikzn.co.za.

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. The quotation remains open for acceptance by Trade & Investment KwaZulu-Natal for a period of 90 days from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the preparation and submission of its RFQ, and Trade & Investment KwaZulu-Natal shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

1. Quotation on a company letterhead.
2. Completed and signed Declaration of Interest (SBD 4).
3. Completed and signed Invitation to bid (SBD1 -Part A & B).
4. Completed and signed POPIA consent form.
5. Completed and signed preference points claim form (SBD6.1).
6. Copy of CSD Report or MAAA Number (National Treasury).
7. Information requested as per the mandatory requirements.