



MOGALAKWENA MUNICIPALITY

ADVERTISEMENT

ADVERT DATE: 26 AUGUST 2019
CLOSING DATE: 02 SEPTEMBER 2019
CLOSING TIME: 10H00

REQUEST TO SUBMIT QUOTATIONS NOTICE: 95/2019

FINANCE: STORES

The Mogalakwena Municipality hereby invites service provider to supply and deliver the following items.

SPECIFICATION FOR SUPPLY AND DELIVERY OF A4 COPY PAPER

ITEM NO.	DESCRIPTION	QUANTITY
1	A4 White Copy Paper 80gsm (each box carries 5 reams) – equivalent to typek	600 boxes

The following conditions shall apply:

- Prospective Bidders should be registered on **Central Supplier Database (CSD)-attach summary report.**
- Quotations must be accompanied by:
 1. valid Tax clearance certificate; (Tax compliance status pin issued should also be attached for new tax clearance certificate issued)
 2. Company registration certificate, CK1, CK2 etc.
 3. ID Copies of the shareholders
 4. B-BBEE status level certificate from an accredited agency, auditors or accountants/Sworn Affidavits

5. MBD 1, MBD 4, MBD 6.1, MBD 6.2 and MBD 8 and MBD 9 forms obtainable on the Municipal website www.mogalakwena.gov.za and procurement office (stores).
- Quotation which are submitted in the **wrong box, faxed, e-mailed and submitted after the closing time** will not be considered.
 - Exclusion of other items will cause a disqualification, all quotes must be prepared according to the specification
 - Any alterations on the quotation must be initialed.
 - Errors and/or omissions in technical specification of the offer, or the price calculations will disqualify your bid.
 - No pricing option is allowed. Only one price for one brand must be supplied.
 - Only locally produced or locally manufactured textiles, clothing, leather and footwear from local, raw material or input will be considered.
 - The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid.
 - SABS approved technical specification number SATS 1286:2011 will be used to calculate local content.
 - All awards are subject to the user division confirming the sample.
 - Only firm prices will be accepted, non-firm prices (including prices subject to rates of exchange variations) will not be considered.
 - Fixed prices must be valid for thirty (30) days.
 - **VAT MUST BE LEVIED BY VAT REGISTERED SUPPLIERS ONLY.**
 - Suppliers must be in a position to deliver within 14 days upon receipt of official order.
 - Quotations will be evaluated on quality, price and preference.
 - It be noted that the service is urgently needed, the evaluation team will therefore conduct a site visit/ inspection for evaluation purposes.
 - Quotations will be evaluated on a 80/20 point system. Whereas 80 points will be for price and 20 for preference as per PPPFA 2000, BBBEEA 2003 and preferential procurement regulations 2011.
 - **Quotation on company letterhead in sealed envelope written the notice number and/or description of service must be deposited in a quotation/notice box of Mogalakwena Municipality (Civic Center), 54 Retief Street, Mokopane, 0600 when all request for quotations will be opened in public in the old council chambers, on the ground floor.**

All technical and administrative queries to Supply Chain Management at 015 491 9662/9647/9649

BS GUNQISA
Municipal Manager
54 Retief Street
Mokopane

0600