

**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.	IYM04/07/2023
NOTICE NO.	107/2023
Advert Date:	21 JULY 2023
Closing Date:	28 JULY 2023

SPECIFICATION

Supply and delivery of the following items:

No.	Description	Quantity	Unit Price	Total
1.	A4 Oblong lever arch files	200		
2.	Short-hand notebook	40		
3.	Medium Stapler	20		
4.	Small Stapler	20		
5.	Small Punch	20		
6.	Staples 26/6	50 boxes		
7.	Black gel pens	200		
8.	Highlighters (different colors)	100		
9.	Drawing pins	30 boxes		
	Sub-Total			R
	Vat @15%			R
	TOTAL			R

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.
- Bidders to supply municipal utility bill or lease agreement.
- 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: IYM04/07/2023Q (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 12pm on the 28 JULY 2023 at 12pm on the closing date.**

For further inquiries with regard to the Request for Quotation please contact the Project Manager, Ms. O Tshona at 048 801 5031 or email 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.

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

- Ms. T Petelo (048) 801 5059 or email tpetelo@iym.gov.za

CLOSING DATE: 28 JULY 2023