



REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

You are invited to furnish the Municipality with a written quotation for the provision of services or goods detailed in the endorsed specification.

The quotation must be submitted on the official letterhead of your company and must be deposited in the municipal tender box situated at Ground Floor, Cnr Fedler and Second Street in Randfontein before 11h00 on the 17th of April 2018. For queries, please email Ms M. Molete on mamoriri.molete@randwestcity.gov.za

For Technical Enquiries: **Mr. C. Daniels**
Libraries
Tel: 011 411 0076

For SCM related Enquiries: **Ms M Molete**
Supply Chain Management
Tel: 011 411 0466

RE-ADVERT Appointment of an accredited supplier to supply and deliver stationery for Rand West City Libraries: RWRFAQ-3/003/2017-2018

The following mandatory documents must be submitted with the quotation and failure to submit either will lead to your submission being declared non-responsive:

- Prices must be valid for at least thirty (30) days from the closing date and must be inclusive of VAT if the bidder is a VAT vendor.
- A valid Tax Clearance Certificate OR Tax Compliance status document with PIN from SARS.
- Proof of registration with the National Treasury Central Supplier Database (a bidder must attach CSD registration report with Supplier No. and Unique Code).
- Original BBBEE certificate, certified copy or a EME or QSE verified affidavit in the case of EMEs and QSEs. Failure to submit either will lead in the bidder scoring no points for BBBEE. Must be a consolidated certificate for Joint Ventures.
- Certified copies of Company Registration Documents and ID copies of company directors
- Completed MBD 4, MBD 8 and MBD 9 forms (available at SCM Stores and downloadable on the website).
- A current municipal account statement reflecting the bidder is not in arrears for more than 3 months, lease agreement or SAPS affidavit stating that the bidder not obliged to pay municipal rates.

NB: No quotations will be considered from persons in the service of the state.

BIDDERS SHOULD ALSO TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Rand West City Local Municipality Supply Chain Management Policy will apply.
- The Rand West City Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the bid in whole or in part.
- Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted.
- Bidders will be required to register on the Rand West City Local Municipality Database, if not already registered.
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- The bid will be evaluated on local production content the minimum threshold as stipulated by the DTI in each designated sector will apply.

Failure to comply with these conditions may invalidate your offer.

Yours faithfully


Signature

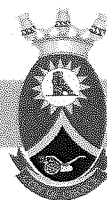

Date

Rand West City Local Municipality

Cnr Pollock & Sutherland Street, Randfontein 1760, Tel 011 411 0000, Fax 011 693 1736

Website: www.randwestcity.gov.za

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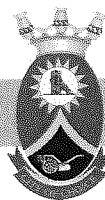
SPECIFICATION

Rand West City Local Municipality (RWCLM) is seeking to appoint a service provider to supply and deliver stationery for Rand West City Libraries.

REQUIREMENTS:

LIST FOR RAND WEST CITY LIBRARIES STATIONARY	
QUANTITY	DESCRIPTION
35	A3 paper PHOTOCOPY (80gsm multi-function paper) BOXES
25	A4 hardcover books (3 Quire 288pages)
16	A4 Labels 52mm x 13mm
110	A4 paper PHOTOCOPY (80 gsm multi-function paper) BOXES
9	Art-line permanent marker 70 bullet 1.5mm black BOXES
12	Art-line permanent marker 700 bullet 0.7mm black BOXES
1	Cashbox 25 cm
16	Colour code labels 19mm dia lables 250 per box BLACK
20	Colour code labels 19mm dia lables 250 per box BLUE
16	Colour code labels 19mm dia lables 250 per box BROWN
16	Colour code labels 19mm dia lables 250 per box GOLD
16	Colour code labels 19mm dia lables 250 per box GREEN
16	Colour code labels 19mm dia lables 250 per box ORANGE
16	Colour code labels 19mm dia lables 250 per box PINK
16	Colour code labels 19mm dia lables 250 per box PURPLE
20	Colour code labels 19mm dia lables 250 per box RED
16	Colour code labels 19mm dia lables 250 per box SILVER

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16	Colour code labels 19mm dia lables 250 per box YELLOW
12	Correction fluid 7ml
8	Date stamp pre-inked (day/Month / year)
8	Desk Calculator 12 -Digit LCD display 100 (w) x 145 (h) mm
3	Drawing pins Brass pack of 100
18	Files lever arch files A4
18	Files lever arch files A4 box
2	Flipchart paper - bond, size 860 mm x 610 mm, 50 sheets per pack
2	Highlighters assorted colours YELLOW (UNIT NOT BOX)
2	Highlighters assorted colours PINK (UNIT NOT BOX)
2	Highlighters assorted colours ORANGE (UNIT NOT BOX)
2	Highlighters assorted colours GREEN (UNIT NOT BOX)
2	Highlighters assorted colours BLUE (UNIT NOT BOX)
2	Highlighters assorted PURPLE (UNIT NOT BOX)
9	Ink for date stamp 28 ml black
1	Jabulani Library Stamp
19	Laminating pouches 300 micron 65 mmx 95 mm box 100
4	Laminating pouches A4 250 micron box 100
50	Magic tape 18 mm x 50 m
1	Mohlakeng Address stamp
20	Office Paste with spreader Cap 250 ml
10	Packing tape in buff (brown) to seal boxes 48 mm x 50m
10	Packing tape in clear to seal boxes 48 mm x 50m
8	Paper clips silver 50 mm BOXES
11	Paper clips silver 33 mm BOXES
108	Pen: Black ballpoint pen 0.7 mm
108	Pen: Red ballpoint pen 0.7mm
11	Pencils HB (12's)
28	Prestik 100g (re-usable adhesive sticks for stick up posters)
18	Pritt glue stick 43g

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8	Receipt books duplicate
13	Scissors: 21 cm
6	Stapler up to 30 sheets
9	Staples no 26/6
10	Staples no 56 (5000)
9	Staples for heavy duty stapler 23/8, 23,13 or 23/23
6	Stamp pads (70mm x 110 mm)
3	Till rolls (50 per box) 57mm x 76mm
2	Whiteboard Markers (black, blue, red and green pack)
10	Wood glue 500ml