



PORT ST JOHNS
MUNICIPALITY
OUR HERITAGE, OUR PEOPLE

ADVERTISEMENT

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
07 September 2020	N. Baleni 079 890 4517	PSJLM - 2020/21 Ref 07	15- 09 - 2020 @11:00 AM

ADVERT FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY

All the items needed are listed in the attached schedule and Envelopes must be clearly marked
Advert for supply and delivery of office stationery

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O.Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **15 September 2020 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) as amended, where 20 points will be for B-BBEE verification level and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in New MBD 1 Form obtainable from SCM office or on google and MBD 4 Form**
- i) Attach Rates clearance statement which is not letter than 60 days obtained from your respective Municipality or lease agreement. If exempted please attach letter of exemption from your respective Municipality's revenue office to proof that the bidder as per the Municipality's valuation roll does not own any property.
- j) Attach Compliance Tax Pin for verification on SARS website
- k) Attach certified Copy of B-BBEE Verification Level certificate only approved by SANAS OR DTI approved Sworn Affidavit must be attached. (Failing to attach will not lead to disqualification but will lose points of BBBEE)

Failure to comply with these conditions will invalidate your offer.

Evaluation Criteria for this procurement will be as follows:

Price = 80

Maximum at the BBBEE verification level = 20

SPECIFICATION

Office stationery for corporate services

Description	Quantity
Boxes of Typek A4 papers	15
2quire counter book	10
Note Pad	5
Boxes file Fasters	5
Boxes of Arc Files	6
Boxes of pens	5
Box of Lid Pencil	1
Ruler	6
Boxes of staples	10
Box of Eraser/Rubber	1
Universal Serial Bus (USB) flash drive (32 GB)	15
Scissor	3
Leave Books	50

Office stationery for Budget Treasury office

Description	Quantity
Boxes of Arch leaver files (containing 25 files in a box)	200
Accessible Files	80
Folder Files	50
Slide Binders XL	150
Note Pads	5
Bic Pens (Boxes)	1
Gel Pens (10 Blacks,5 red,5 green)	20
Scissors	2
Selotape (small and clear)	2
Pritt	2
Box of coloured paper	1
Highlighters (Assorted Colour)	20
Boxes of Typek A4 papers	20

NB: The appointed service provider will be expected to deliver within 7 days after receiving an appointment letter or official purchase order.

Yours in developmental local government



Mr H.T Hlazo
Municipal Manager

Date 04/09/2020