

RFQ No: 01/11/2023

RFQ Date: 01 November 2023

From: Supply Chain Management

Contact Person : Lastar Makhubela

Tel : 012 003 1400

Email : Lastar.Makhubela@fpb.org.za

REFERENCE NO: 01/11/2023

You are hereby invited to submit a quotation as per the specification or terms of reference indicated below/attached. Please provide a written quotation to the above-named contact person in the Supply Chain Unit at FPB on or before the closing date and time as indicated below. Please read the notes below before completing your quotation.

Failure to specifically quote as per the specification or terms of reference, and complying with the listed instructions will result in your quotation being disqualified.

1. Detailed Specification/Terms of reference

2. Expected date of delivery	As soon as possible
Time:	09h00-17h00
Venue:(Place of delivery)	14-36 Silverton Road Silver Oaks Durban Musgrave 4001
Type:	Stationery
Detailed Specification Requirement	
<u>Procurement of office stationery</u>	List of stationery requirement as attached.

<p><u>COMMENTS:</u> Additional Requirement:</p> <p>The stationery supplier must be based in Durban province. The quotation must include delivery of the procured stationery to the FPB Regional Office.</p>	

ITEM	DESCRIPTION	QUANTITY REQUESTED
1. Full strip stapler	26/6 standard (5000 pcs)	3
2.Diary 2024	A4 standard pages x5	5
3. Heavy duty staples	23/15 (1000 pieces) x5	5
4.Black Click Ball Pen	10x4	4
5. HB Pencil	12 x 3	3
6.Arch lever file A4	A4 10x2 (70mm)	20
7. Highlighter multicolours	Wallet pack of 6	10
8. Scissor	21 cm General worker	5
9. Stapler 26/6 standard	X5	3
10. Hard cover Notebook	A4 192 pages Feint & Margin	10
11. White Board Marker	10x5 Red (2m)	5
12. White Board Marker	10x5 Black (2m)	5
13. White Board Marker	10x5Blue (2M)	5
14. White board Marker	10x5 Red (2m)	5
15. Heavy Duty Stapler	130 sheets heavy duty	1
16. Bostik Re-use Handy tack	100g White (10per box)	10
17. Glue stick	43gx3	3
18.Paper Clip Large	33mm x100pieces	X5
19.Jumbo Paper Clip	100pieces	X5
20.Plastic Sleeves	A4 100 x3	3
21.PVC Clip Board	A4 x3	3
22. Buff Sellotape (48 mmx50mm)	X6	6
23. White Board Magnetic Duster	(474x474)	6
24. Standard 26/6 Two-hole Puncher	Standard x2	2
25.Heavy Duty Puncher Two-hole	Heavy duty x2	2
26.Thumbs tacks pins for notice board	300 Pieces x1	1
27.1 Hole Sharpener Pencil	24 X1	5
28.Staple Remover	X3	3
29.Click Red Ball Pen	10x2	2
30.Metal Desk Letter Tray Double	X5 (600x600)	5
31.Desk Calendar 2024	X5 (900x900)	5

Closing date for submission of quotations/documents:

08 November 2023 at 12:00 pm

3. Quotation instructions:

- 3.1. Quotations should be valid for at least: **60 days.**
- 3.2. Suppliers must supply written quotations that reflect the following information:
 - Price per item (All-inclusive prices are required)
 - Delivery lead time
 - Company Name
 - Company Registration Number
 - VAT Registration Number (If applicable)
 - Address
 - Contact Person
 - Telephone/Contact number
 - Email Address
- 3.3. Suppliers must sign the Quotation Declaration in paragraph 3 below and submit along with their quotation and other relevant documents.
- 3.4. Suppliers must sign and return the relevant Standard Bidding Documents (SBD) with their quotation.
- 3.5. Valid BBBEE certificates or certified copies thereof, sworn affidavits be submitted with the quotation (Non-submission will not lead to disqualification however points will not be allocated for BBBEE)
- 3.6. Suppliers should note that the 80/20 preference points system will be applicable to transactions from R2 000 (Refer to SBD 6.1)

- 3.7. All prices must be fixed and firm.
- 3.8. All prices must be VAT inclusive. If no indication is given, prices will be evaluated as inclusive of VAT.
- 3.9. FPB does not pay deposits/upfront payments. Payment will be made after delivery of goods and/services within 30 days of receipt of a valid tax invoice.
- 3.10. The 80/20 preferential points system will apply to procurement from R2 001 to R50 000 000. Points will be awarded in line with the criteria detailed in 2.10.1 below:

3.10.1. Preferential points scoring

a) POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

b) POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the

- tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table Specific goals for the Requests for Quotation (RFQ) and points claimed are indicated per the table below.

Note to service provider: The service provider must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)
---	---	---

	(To be completed by the organ of state)	(To be completed by the service provider)
Owned by women	8	
Owned by youth	6	
Owned by people with disabilities	2	
BBBEE levels 3 or lower	4	

- 3.11. Delivery will be as per the delivery address above, unless specifically specified otherwise.
- 3.12. All purchases will be made through an official order form. Therefore, no goods or services must be committed/rendered or delivered before an official purchase order has been received.
- 3.13. Depending on the type of goods and services to be delivered the successful bidder may be requested to sign a contract/service level agreement before delivery of goods/services may commence.

Kind regards

Supply Chain Unit

Attachments: SBD 1, 4, 6.1.

QUOTATION DECLARATION

RFQ No: 01/11/2023

I/we the undersigned, who warrants that he/she is duly authorised to do so on behalf of the company declares that:

1. The information furnished on this quotation is true and correct.
2. If the information provided on this quotation is found to be incorrect, FPB, in addition to any other remedy it may have:
 - 2.1. Recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct; and
 - 2.2. Cancel the purchase order and claim any damages which it has suffered as a result of having to make less favourable arrangement due to such cancellation;
3. I have read, fully understand and hereby accept FPB's standard quotation instructions detailed in paragraph 2.
4. **"In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFQ/tender, you are consenting to the processing by FPB or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify FPB against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit."**

Name (Person responsible for the quote)

Signature (Person responsible for the quote)

Date:

