



LEJWELEPUTSWA

DISTRICT MUNICIPALITY

Office of the District Municipal Manager

Cnr. Jan Hofmeyer & Tempest R
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RFQ NO. 428/11/2020

REQUEST FOR STATIONERY

Lejweleputswa District Municipality hereby requests quotations from reputable and reliable service providers for the supply and delivery of stationery.

Specifications are available on the Lejweleputswa District Municipality website and Supply Chain Management offices.

Quotations must be submitted on the letterhead of your business and must be hand delivered or posted for the attention of:

Ms. Cathy Baloyi
Lejweleputswa District Municipality
Supply Chain Management Unit
CNR Jan Hofmeyer and Tempest Road,
Welkom
9460

The following conditions will apply:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must attach quotation with a letter head of the company when submitting bids.
- A firm delivery period must be indicated.
- This quotation will be evaluated in terms of the 80/20 preference point system in terms of the Supply Chain Management Policy, and for this purpose the **MBD1, MBD3.1, MBD4, MBD6.1, MBD 6.2, MBD8 & MBD9** can be downloaded from LDM website (www.mylejweleputswa.co.za) or collected from the SCM Unit, and be scrutinized, completed and submitted together with your quotation.
- Bidders must submit CK 1 or 2 or any form of registration with CIPC
- **SARS pin, Original Tax Clearance Certificate or Tax Clearance Certificates of All Partners** (in the case of a joint venture) must be submitted.
- Bidders must be registered on the **Central Supplier Database (CSD)**.
- Bidders are required to, together with their bids; submit original and valid **B-BBEE Status Level Verification Certificate** or Certified copies thereof to substantiate their B-BBEE rating claims with **SANAS Logo or B-BBEE affidavit**.

**NB: No quotations will be considered from the person in the service of the state.
No late quotations will be considered.**

Closing date: 11 November 2020 @ 16:00

Enquiries: Me. Nelisa Mgobozi
Contact Numbers: (057) 391 8900

Ms. PME KAOTA
MUNICIPAL MANAGER