

Zulu Kingdom. *Exceptional*

REQUEST FOR QUOTATION FOR SUPPLY AND DELIVERY OF STATIONERY ITEMS FOR TOURISM KWAZULU-NATAL

1. SCOPE OF WORK

Quantity	Description
50 BOXES	MPRA4WH A4 White 500 Pack
70	996916 USB 32 gigs
15	SDCZ48-128G-U46 USB 128GB
2 boxes	JD1007N Lever arch board file 2 boxes of 25 files
5 boxes	INT0429 Binder Clips 50mm 12pcs per box
4	571290 Storage Box Filing Unit
1	111012 Attendance Register Book
3	519515 A4 Envelopes Pack of 10
1	396129 3 Tier Letter Tray

2. EVALUATION PROCESS AND CRITERIA

- Selection will be conducted over two (2) stages as detailed below:

Stage 1 - Compliance with Mandatory Requirements

Stage 2 - Price and Preferential/ Specific Goals

STAGE 1 – COMPLIANCE WITH MANDATORY REQUIREMENTS

All proposals must be completed and accompanied by:

- The bidder must be registered as a vendor on the National Treasury Central Supply Database (CSD)
- The bidder must be in good standing with SARS, the information will be verified through Central Supply Database (CSD) and SARS e-filing pin in compliance with Instruction Note 9 of 2017/2018 prior to the award of the quotation.

- SBD 4- Declaration of Interest



STAGE 2 – PRICE AND SPECIFIC GOALS

- Proposals will be evaluated using the 80/20 preference point system. 80 for price and 20 for preferential/specific goals.
- Price and Preferential/Specific goals evaluation will be carried out on bidders who qualified in stage 1 of the evaluation (Mandatory requirements)
- In line with Preferential Procurement Regulations 2022 and TKZN Policy, A bidder will qualify for preference points (where applicable). Bidders are required to submit evidence to claim points for specific goals in terms Historically Disadvantaged Individuals:

			POINTS
PRICE			80
Specific GOALS	≥51% Black Ownership	5	20
	≥51% Women Ownership	5	
	≥51% Youth Ownership	5	
	The promotion of enterprises located in KwaZulu-Natal	5	
Total points for Price and SPECIFIC GOALS			100

The following may be used as proof for claiming preference points:

- BBBEE Affidavit
- BBBEE Certificate
- CIPC
- CSD Full Registration Report
- SA ID document.
- A stamped letter from the local councillor or municipal utility bill or Lease Agreement

Approved by:

Digitally Signed by:
Thembi Mdlophane
 Procurement Officer
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