

## Toner and Cartridges



### REQUEST FOR QUOTATION

#### Request for Procurement of Toners and Cartridges for Ngqushwa Local Municipality (NLM)

<b>Bid No:</b>	<b>Description:</b>	<b>Closing Date:</b>	<b>Enquiries:</b>
8/2/655/ 2018- 2019	<b>Request for Procurement of Toners and Cartridges</b>	<b>21 September 2018 @11h00</b>	Technical Queries: Ms A Bantwini 040 673 3095 Email: <a href="mailto:abantwini@ngqushwamun.gov.za">abantwini@ngqushwamun.gov.za</a>  Binding Queries: Mr S Gayiya 040 673 3095 <a href="mailto:sgayiya@ngqushwamun.gov.za">sgayiya@ngqushwamun.gov.za</a>

Bid documents will be available at the **Cashier's office in Ngqushwa Municipality, Erf 313, Main Road, Peddie** between 08H00 – 16H30 upon payment of a **non-refundable fee of R150**. Payment must be in cash.

Completed sealed bid documents, addressed to the Municipal Manager and marked with "**Description of the project and the bid number**" must be deposited in the Bid box situated at Ngqushwa Municipal offices Erf 313, Main Street, Peddie, not later than **21 September 2018 @ 11H00**.

#### **Preferential Procurement Policy Framework ACT No 5 2000 and the regulations thereto (2017)**

<b>EVALUATION</b>	<b>CRITERIA</b>
<b>PRICE</b>	<b>80</b>
<b>B-BBEE</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

**SUPPLIERS/SERVICE PROVIDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

1. Submit Certified copy/s of IDs, CK certificate must be attached
2. Submit Original B-BBEE Certificate or certified dated copy of BEE failure to submit will lead to the bidder to losing points allocated for BEE
3. Submit original valid tax clearance certificate or proof of pin from SARS. Failure will result in a tender deemed non-responsive
4. Must provide a Municipal Levy Clearance Certificate/Municipal account of not older than three months from a municipality where the entity operates (lease agreements and sworn statements / affidavits are also accepted). Failure to do so will result in disqualification
5. Joint Ventures/Consortium must provide a JV agreement signed by all parties to an agreement. Failure to do so will result in disqualification
6. Use of Correction fluid (i.e. Tippex) will render the bid non-responsive
7. All pages must be initialled and signed where required. Declarations pages must be fully completed and signed: Failure to do so will result in disqualification
8. Priced bids must be firm and must be inclusive of VAT
9. Price(s) must be valid for at least ninety (90) days from date of bid closing
10. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, may not be accepted
11. The Ngqushwa Local Municipality Supply Chain Management Policy will apply
12. The Ngqushwa Local Municipality does not bind itself to accept the lowest Bidder or any other Bid and reserves the right to accept the whole or part of the BID

**M MPAHLWA**

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**MUNICIPAL MANAGER**