

Address of Registered office:
Old Government Printers
No. 5 Textile Road
Vulindlela Heights
Mthatha
5099

Postal Address
P.O. Box 1134
Mthatha,5099



Tel : +27(0) 47 531 0346
Fax : +27(0) 47 531 4121

Email : info@ntinga.org.za

Website : www.ntinga.org.za

Request For Quotations

Notification date: 24/08/2023

**ADVERTISEMENT: RFQ NO – 06/08/2023
(SUPPLY AND DELIVERY OF STATIONERY)
(NTINGA HEAD OFFICE)**

Ntinga O.R. Tambo Development Agency SOC LTD invites registered, qualified and experienced Bidders to submit detailed quotations for the **SUPPLY AND DELIVERY OF STATIONERY** for a period of one (1) year starting from 1 November 2023. This stationery will be supplied on an ad-hoc basis as per the list below

ITEM DESCRIPTION	Quantity
1. A4 Printing Papers -Typek/Similar	10 boxes of 5 reams
2. A3 Printing Papers - Typek/Similar	1 Box of 5 reams
3. Black Bic Pens (Bic/Similar)	1 Box of 60
4. Red Bic Pens (Bic /Similar)	1 Box of 60
5. Lever-arch Files (or Similar)	Box of 25
6. Holed File Folders	1 Pkt of 100
7. 192 page Counter books	10
8. File Dividers (1-10)	10 Pkt of 10
9. File Dividers (Plain)	10 Pkt of 10
10. File Dividers (Jan- Dec)	10 Pkt of 10
11. Durable Staplers (2 hole D40 Metal)	5
12. A4 Archive Boxes – (Tidy Files or Similar)	1 box of 50
13. 3 Colour Highlighters	1 Box of 10
14. Pencils -HB/Similar	1 box of 10
15. A4 Frosted Clear Sheets (Binding)	1 pkt of 100
16. 16mm plastic binding combs	1 Box of 50
17. 15mm plastic slide binders	1 Box of 50
18. 5 colours Permanent Markers	1 pkt of 10
19. 5 colours Highlighters	1 Pkt of 10
20. 3 colours Project Board Papers	1 pkt of 100 each colour
21. Plain white Project Board Papers	1 pkt of 100
22. A4 Brown non window envelope	1 Box of 250

Ntinga O. R. Tambo Development Agency SOC Ltd: A Municipal entity of the O.R. Tambo District Municipality (Reg. 2016/272582/30)
Directors: Dr L. L. Ndabeni (Chairperson), Dr N.T Ndudane, Mr T Yako, Mr. L Mbiko (CEO), Adv. S Mancotywa, Z.W Xalisa
M.J Sikhosana, Mr. M.P Madikiza, Ms. S Ndlondlwana(Company Secretary).

ITEM DESCRIPTION	Quantity
23. 26/6 Staplets	2 Boxes of 5000 pcs
24. Calculators DK123-10 Digit	5
25. Durable Punchers (Standard Desk)	5
26. Post it Flags (Plain)	10 pkt of 50
27. Post it Flags (Sign here)	10 pkt of 50
28. Sticky Notes 75x75mm	10 pkt of 100
29. Cube Refill white	10 pkt of 100
30. Cube refill Holders	10
31. Fold Back Clips (12mm)	10 boxes of 12 pcs
32. Fold Back Clips (41mm)	10 boxes of 12 pcs
33. Fold Back Clips (50mm)	10 boxes of 12 pcs
34. Paper Clips 50mm	1 box of 100
35. Paper Clips 25mm	1 Box of 100
36. Prestik	2 pkts
37. Tippex Pen	5
38. Led Pencil Sharpeners	5
39. Pencil Rubbers	5
40. Rulers (30cm)	10
41. Office Scissors medium size	5
42. 2 Tier durable steel letter trays	5
43. Replacement Ink Cartridges 129 &135	2 each

NB.... Where the Agency requires an item not listed on this list of common items the bidder is requested to show in their markup percentage for any other items not listed.

EVALUATION CRITERIA

Price and Preference

Quotations will be evaluated according to the 80/20-point system in compliance with Preferential Procurement Policy Framework Act (5/2000). And preferential procurement regulations 2022.

Points	Price and Preference	Proof to be Attached to claim full points
80	Price	N/A
20	Specific goals	
Bidders are to score specific goals as follows:		
5	Women	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full points the percentage of equity held must be 51% or more
5	Youth	Attach ID copies of all directors of directors claiming specific goals; for bidders to obtain full

		points the percentage of equity held must be 51% or more
5	Disabled	Attach proof from a registered doctor/physician for a bidder to obtain full points the percentage of equity held must be 51% or more
5	Rural	Attach proof of residence of the business/lease agreement: Village. Settlement/Semi-town
100		

Note: Quotation must include a detailed breakdown of all costs involved in the provision of the goods/service.

Terms and conditions:

- Quotations will be evaluated according to the 80/20 point system in compliance with PPPFA.
- The quotation should include company registration number, tax reference number/ tax pin, valid tax clearance certificate, vat registration no, quotation validity period, delivery period, signature. **FAILURE TO SUPPLY ALL THE ABOVE REQUESTED INFORMATION WILL RENDER YOUR QUOTE INVALID / NON RESPONSIVE**
- Ntinga O.R. Tambo Development Agency Supply Chain Management Policy will apply available for download www.ntinga.org.za
- Ntinga O.R. Tambo Development Agency does not bind itself to accept the lowest price quotation or any other quotation and reserves the right to award the whole or part of the quotation.
- Original or certified copy of BBBEE Certification should be attached if not attached your quotation will score zero for preference points.

Quotations clearly marked "RFQ 06/08/2023 **SUPPLY AND DELIVERY OF STATIONERY**" may be emailed to rfq@ntinga.org.za and/or deposited in a bid box placed in the Reception Area in O.R.Tambo Offices at the following address: OLD GOVERNMENT PRINTERS, No.05 Textile Road, Vulindlela Heights, Southernwood, Mthatha, 5099. Late quotations will not be considered. **Closing Date Friday, 1 September 2023 at 12:00. For enquiries and delivery directions please contact Mrs Rozani at 0722476858 and/or at sizeka@ntinga.org.za .**

Approved by;

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S.Sentwa Chief Financial Officer

23/08/2023
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Date