



a world class African city



City of Johannesburg
Metrobus

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1 Raikes Road
Braamfontein
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South Africa
2000

Tel +27(0) 11 403 4300
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www.mbus.co.za

REQUEST FOR QUOTATION FOR GOODS METROBUS

Procurement Less than R 200 000 (Including Vat)

(For publication on the Metrobus Notice Board/s & Website)

Metrobus hereby invites service providers/ suppliers to submit quotations on the goods and services listed below. Please note the following:

- Provide the information requested or as per specification
- Return all the required information on the date stipulated
- Late and or incomplete submissions will invalidate the quotations submitted

ADVERTISEMENT DATE	08/09/16
RFQ NUMBER:	HO231/2016
DESCRIPTION OF GOODS AND OR SERVICES	REQUEST FOR QUOTATION FROM SERVICE PROVIDERS FOR: SUPPLY AND DELIVERY OF STATIONERY
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	FROM NO.1 RAIKES ROAD & ENOCH SONTONGA 2 ND FLOOR FINANCE
<u>SUBMISSION OF QUOTES:</u>	EMAIL ADRESS: scm@mbus.co.za
COMPULSORY REQUIREMENTS	1.Original Tax Clearance Certificate 2.latest copy of rates and taxes 3.MBD 4 forms completed and signed 4.Certified BBBEE Certificate 5.Supplier Database Forms
CLOSING DATE AND TIME:	DATE:16/09/2016 TIME: 11H00 am
SITE MEETING	N/A
ENQUIRIES:	TEL NO: 011 403 4300

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Metrobus Supply Chain Management Policies and Procedures.

PLEASE NOTE THAT THE QUOTATION WILL BE INVALID IN THE FOLLOWING INSTANCES

- i) IF THE QUOTATION PAGE IS NOT SIGNED.
 - ii) IF THE MBD 4: DECLARATION OF INTEREST FORM IS NOT COMPLETED AND SIGNED.
 - iii) IF A VALID TAX CLEARANCE CERTIFICATE IS NOT ATTACHED.
 - iv) IF NO LATEST PROOF OF PAYMENT RATES AND TAXES(CERTIFIED COPY) OR IF OWING MORE THAN 3 MONTHS
- IF THE FOLLOWING ARE NOT ATTACHED, NO POINTS WILL BE AWARDED FOR B-BBEE**

AN ORIGINAL OR A CERTIFIED COPY OF B-BBEE STATUS LEVEL VERIFICATION



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TEL: _____

FAX: _____

Your Vendor Number With Us:

Submission Deadline: 16/09/2016

Submission Time: 11H00 am

RFQ NUMBER	RFQ DATE
HO231/2016	08/09/2016
CONTACT PERSON	
NAME:	SCM DEPARTMENT
TEL NO:	: 011 403 4300
EMAIL ADDRESS:	SCM@MBUS.CO.ZA

VALIDITY OF RFQ: 30 DAYS

**OFFICE USE ONLY: PRICE/S
TO BE VAT INCLUSIVE**

Please submit all Quotations to the Email address stated above

RFQ'S above R30 000-00 to a maximum of R200 000 including vat will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).

Points for price:	80
Points for B-BBEE (Max of 20):	
B-BBEE status Level of Contributor	Number of Points (80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

CONDITIONS:

- All goods or services purchased will be subject to Metrobus Policies & Procedures. A copy of said conditions is available from the SCMU office.
- An Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so will invalidate the quotation submitted**
- All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been received.
- To participate in the Metrobus's Quotation procurement of goods and/or services, vendors are advised to register on the Metrobus's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
- I certify that the information supplied is correct and I have read and understood the Metrobus General Conditions and Policies and Procedures and accept them.
- I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

IF THIS PAGE IS NOT SIGNED, THE QUOTATIONS WILL NOT BE EVALUATED:

SIGNATURE OF BIDDER: _____ CAPACITY: _____



SPECIFICATIONS: STATIONERY

DESCRIPTION	QUANTITY
1. A4 WHITE TYPEK PRINTING PAPER 80G (5 REAMS PER BOX)	200 BOXES
2.A3 WHITE TYPEK BOND PRINTING PAPER (5 REAMS PER BOX)	8 BOXES
3.A4 TYPEK BOND PAPERS 80 gsm PASTEL TINTS YELLOW (5 REAMS PER BOX)	8 BOXES
4.A4 TYPEK BOND PAPERS 80 g PASTEL TINTS BLUE (5 REAMS PER BOX)	8 BOXES
5.TREELINER ECONOMY SCISSORS (210 MM) ORANGE HANDLE (12PER BOX)	10 BOXES
6.REXEL STAPLES NO 56 (12 PER BOX)	15 BOXES
7.BANTEX MOULDED PLASTIC TAPE DISPENSER (BLUE)	15
8.PARROTS BRASS DRAWING PINS (100 PER BOX)	30 BOXES
9.TREELINE LEVERARCHFILE A4	300
10.POST IT NOTES DIFFERENT COLOURS (12 PER BOX)	15 BOXES
11.REXEL STAPLES REMOVER	80
12.BANTEX A4 QUOTATIONS FOLDER BLUE (50 PCS PER BOX)	20 BOXES
13.TREELINER 5 LIVER ARCH STORAGE BOX (BLACK)	50
14.SPS BULLDIG CLIPS MEDIUM 50MM (12 PER BOX)	15 BOXES
15.CROXLEY HP PENCIL (12 PER BOX)	200
16.PENFLEX WHITEBOARD MAKER GREEN (12 PER BOX)	8 BOXES
17.PENFLEX WHITEBOARD MAKER BLACK (12 PER BOX)	10 BOXES
18. PRITT GLUE STICK 43g (24 PER BOX)	5 BOXES
19.PENDEL CORRECTIONAL FLUID PEN TYPE (12 MM)	100
20.PILOT FINE LINER BLACK (12 PER BOX)	10 BOXES
21.PILOT FINE LINER RED (12 PER BOX)	10 BOXES
22.PILOT FINE LINER GREEN (12 PER BOX)	10 BOXES
23.TREELINER SUSPENSION FILE BLUE (25 PER BOX)	50 BOXES
24.PENFLEX PERMANENT RED (10 PER BOX)	10 BOXES
25.C4 WHITE ENVELOPE (250 PER BOX)	6 BOXES
26.B5 WHITE ENVELOPE POCKET SELF SEAL (250/176MM) 500 per BOX	3 BOXES
27.CARTRIDGES HP LASERJET 15A	5
28.PENFLEX HIGHLIGHTER RED (12 PER BOX)	10 BOXES
29.PENFLEX PERMANENT MARKER RED (12 PER BOX)	10 BOXES