



a world class African city



City of Johannesburg
Metrobus

Transportation House
1 Raikes Road
Braamfontein
2001

PO Box 1787
Johannesburg
South Africa
2000

Tel +27(0) 11 403 4300
Fax +27(0) 11 403 4349

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	30/01/2017
RFQ NUMBER:	HO322/2017
DESCRIPTION OF GOODS AND OR SERVICES	REQUEST FOR QUOTATION FROM SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY.
RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:	FROM NO.1 RAIKES ROAD & ENOCH SONTONGA 2 ND FLOOR FINANCE
SUBMISSION OF QUOTES:	EMAIL ADDRESS: 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:07/02/2017 TIME: 10H00 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

- IF THE QUOTATION PAGE IS NOT SIGNED.
- IF THE MBD 4: DECLARATION OF INTEREST FORM IS NOT COMPLETED AND SIGNED.
- IF A VALID TAX CLEARANCE CERTIFICATE IS NOT ATTACHED.
- 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 _____

: _____

FA _____

X: _____

Your Vendor Number With Us:

Submission Deadline: 07/03/2017

Submission Time: 10H00 am

RFQ NUMBER		RFQ DATE	
HO322/2017		30/01/2017	
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:** _____



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SPECIFICATIONS:

Description	Quantity
A4 White TYPEK printing paper	200 Boxes
Verbatim CD-R Printable J/Case (10per Box)	15 Boxes
Verbatim CD-RW J/Case (10per Box)	15 Boxes
A4 Board Lever Arch Files (10per Box)	15 Boxes
A4 Envelopes Brown (250per Box)	10 Boxes
Rexel Staples No.56 (12per Box)	15 Boxes
A5 Short Hand Note Book	50
Epson Ribbon Cartridge ERC-23B (Black)	60
HP Cartridge Laser Jet 90A	6
HP Cartridge Laser Jet 49A	7
HP Cartridge CE410 A- 305 Black	7
HP Cartridge CE 411 A- 305 Cyan	5
HP Cartridge CE 412 A- 305 Yellow	5
HP Cartridge CE 413 A- 305 Magneta	5
DL Envelopes 110/220 mm White with Window (250 per Box)	4 Boxes