



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR
ORDERS ABOVE R30 000.00 BUT LESS THAN R200 000.00**

REFERENCENO: UEDA/SCM/DD02/2025

**REQUEST FOR ACCREDITED SERVICE PROVIDER TO SUPPLY
AND DELIVER PRINTING AND STATIONERY TO UTHUKELA
ECONOMIC DEVELOPMENT AGENCY**

12 MAY 2025

uThukela Economic Development Agency is hereby invites quotations from qualified and experienced service provider for the following:

Item No.	Specifications	Quantity
1	Black pens fine points (box of 60)	2
2	A4 white printing paper box (5x500sheets)	20
3	Lever arch files standard box of 25	2
4	Plain files dividers A4(20tabs 225x297mm)	15
5	Punch plastic pockets A4(100)	3
6	Staplers medium size	6
7	Scissors medium size (210mm)	3
8	Puncher steel holes (20 sheets)	2
9	Stick notes neon cubes (76mmx76mm)	6
10	Stick pop-up flags (45mmx12mm)	6
11	Glue stick (43g)	2
12	Prestick (100g)	3
13	USB (32gig)	4

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14	Surge multi-plug (6way)	3
16	Extension cord (5meter)	3
17	Leave book	2
18	Toner canon (TR4540)	1
19	Toner Xerox versa link B405 PCL6-2	1
20	Toner canon (MF 8280 Cw)	1

GENERAL CONDITIONS:

Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement).

1. Sealed quotations outwardly marked: **Ref. No. UEDA/SCM/DD02/2025: Request for accredited service provider to supply and deliver printing and stationery to uThukela Economic Development Agency.** must be addressed to the **Chief executive officer** and placed in the Tender Box, 131 Murchison Street, Ladysmith, **not later than 12H00 on Monday, 19 May 2025**
2. **MBD1, MBD 3.1 MBD4, MBD6.1, MBD 8 and MBD 9** forms must be filled in and submitted **together with the quotation.**
3. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**
4. In terms of Regulation 6, the allocation of **20 points as per Preferential Procurement Policy Framework Act of 2022** will be applicable.
5. **The 80/20 preference point system in terms of the Municipality's policy will be applicable as follows:**

	Points
Price	80
Specific Goals (20 Points)	
-Race-100% Black Owned	5
-Gender-100% woman Owned	5
-Disability	5
-Locality-Office Based in uThukela District Municipality	5
Total points for price and specific Goal	100

6. Prices quoted must include value added tax if suppliers are registered for VAT, delivery charges and off-loading to the municipal premises.
7. **No bid will be accepted from person in the service of the state.**
8. **Any quote will not necessary be accepted and the Municipality Reserves the Right to Accept the whole or any Part of Any quote.**
9. **A valid SARS tax Pin number must be submitted together with the document.**
10. Prices altered by means of correction fluid **will not** be considered

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11. A current (30 days) Business Residential municipal account for all service must be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.

12. Proof of registration, on the central supplier database of government.

13. The document will be available at the Agency office and on the website.

Enquiries may be directed to: Sne Maphalala Tell: 084 580 4404

Checked by: AW Mathonsi

(Acting Chief Financial Officer)



SB Sibisi
Acting Chief Executive Officer

**UTHUKELA ECONOMIC
DEVELOPMENT AGENCY**

131 MURCHISON STREET
LADYSMITH 3370
HERON HOUSE BUILDING