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Website: [www.xhariep.gov.za](http://www.xhariep.gov.za)

**Date: August 19, 2013**

Xhariep District Municipality  
20 Louw Street  
Trompsburg

Private Bag X136  
Trompsburg  
9913

Enquiries: Mr JS Matobako  
Manager: Supply Chain Management  
**Tel no: 051 713 9300/7/11**

**NOTICE! NOTICE! NOTICE! NOTICE!**

**REQUEST FOR QUOTATIONS- SUPPLY OF STATONERY**

An advertisement is hereby placed in terms of **Chapter 2 (18) (a)** of the Supply Chain Management policy of Xhariep District Municipality. The Municipality invites prospective service providers to provide the municipality with the above mentioned service/goods.

The closing date of the advertisement will be on the **27<sup>th</sup> of August 2013, 12H00 midday** after which the determination of the successful service provider/supplier will be decided using the **80/20** preference points system as **shown below**. All the quotations must be put in the municipal bid box.

**EVALUATION CRITERIA**

**1. PRICE AND B-BBEE**

All the service providers will be evaluated both on **PRICE** and **B-BBEE**. Price will be **80** and **20** will be for **B-BBEE**.

**2. POINTS ALLOCATION FOR BOTH PRICE AND B-BBEE WILL BE AS FOLLOWS:**

No	Element	Points
1	Price	80
2	B-BBEE	20
	<b>Total Points</b>	<b>100</b>

Price- 80  
B-BBEE- 20  
100

**DOCUMENTS TO BE SUBMITTED**

- A valid and original tax clearance certificate;
- B-BBEE certificate in order to claim points;
- Municipal rates and taxes account/ lease agreement; and
- A declaration of interest (obtainable from the supply chain management office)

**SPECIAL CONDITIONS**

- All prices quoted must be VAT inclusive, where applicable;
- Xhariep District Municipality reserves the right not accept the lowest price proposed;
- The general conditions of contract will be applicable;
- Quotations received after closing **TIME** or **DATE** will **NOT** be considered
- All quotations must be submitted to the supply chain management unit; and
- No faxed or emailed quotations will be accepted.

**NB! Find attached list of specifications**

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Mr MM Kubeka  
Municipal Manager

Xhariep