

P.O. Box 3209,
Houghton, 2041
Block A,
Riviera Office Park,
6-10 Riviera Road,
Riviera



REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE STATIONERY

RFQ/JHB/2017/005

PROPOSALS TO BE SUBMITTED BY

NOT LATER THAN

10H00 FRIDAY, 02 JUNE 2017

Terms of Reference for Quotation

Supply and Installation of Office Furniture

1. Introduction

The Housing Development Agency (HDA) is a national public development agency which promotes sustainable communities by making well located and appropriately planned land available for the development of human settlement. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition HDA provides project delivery support services to organs of state at local, provincial and national level. Informal settlements upgrading and project management services are a particular focus of the organisation.

2. Scope of work

Supply and Delivery Office Stationery

3. Specification

ITEM NO.	QUANTITY	ITEM DESCRIPTION (SPECIFICATION)
1.	10	A4 Hard Cover Feint Ruled Books
2.	10	A5 Hard Cover Feint Ruled Books
3.	1	Pack Artline fine black markers
4.	6	23A Batteries
5.	20	AAA Batteries
6.	10	1-30 Numbered Dividers
7.	10	Erasers
8.	10	Boxes Foldback Clips(Small)
9.	10	Boxes Foldback Clips(Medium)
10.	5	10/box Arch Lever Files(Black)
11.	4	10/box Arch Lever Files(Red)
12.	4	10/box Arch Lever Files(Violet)
13.	5	10/box Arch Lever Files(Lilac)
14.	3	10/box Arch Lever Files(Grey)
15.	12	Boxes Paper Clips(Small)
16.	10	Pen holders(Black)
17.	10	Sign Here Stickers
18.	12	Stapler (light-weight)
19.	5	Staples (23/8)
20.	5	Staples (23/10)
21.	5	Staples (23/13)
22.	5	Staples (23/15)
23.	5	Staples (23/20)

24.	24	Staples (66/8)
25.	5	Staples (66/11)
26.	5	Tipex Brush
27.	5	Tipex Pen
28.	5	Tipex Tape
29.	5	3 tier documents tray
30.	5	Whiteboard Cleaners
31.	5	Waste paper bin
32.	40	Boxes A4 paper (plain white)
33.	4	HP 650 Black ink cartridge
34.	4	HP 650 Color ink cartridge

4. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all production companies, the HDA has a policy for the appointment of consultants that will be adhered to. Proposals will be evaluated in terms of the prevailing supply chain policy applicable to the HDA and it should be noted that proposals will be assessed using the 80:20 formula for Price and BEE as per the PPPFA.

The following criteria will be used for point's allocation for price and BEE compliance on a 80/20 point system:

Table 1 – Price and BEE

CRITERIA	SUB-CRITERIA	WEIGHTIN G/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
TOTAL		100

- The HDI proposal will be evaluated as per PPPFA regulations.

5. Terms and Conditions

The HDA undertakes to pay in full within thirty (30) days of all valid claims for work done to its satisfaction and upon presentation of a substantiated claim/invoice.

No payment will be made where there is outstanding work/delivery by the service provider/s.

6. Submission of Proposals

Proposal should be submitted in a sealed envelope clearly marked “**SUPPLY AND DELIVERY OF OFFICE STATIONERY: RFQ/JHB/2017/005** and deposited in a tender box on or before the **02 JUNE 2017**, not later than **10H00** to the following address:

**Attention: Procurement Officer
The housing Development Agency
Block A, Riviera Office Park
6-10 Riviera Road
Killarney, Johannesburg**

- 6.1. Further information regarding technical matters can be sent via email to: Jacob.Rapasa@thehda.co.za or Tel: 011 544 1000
- 6.2. Further information regarding supply chain matters and queries can be send via email to: Nqobile.Mkhwanazi@thehda.co.za or Tel: 011 544 1000

Proposals must be accompanied by:

- A company profile
- CSD registration report (Registration with the National Treasury **Central Supplier Database**, if not yet registered use the following link to register : <https://secure.csd.gov.za/>)
- SBD Forms (SBD4, SBD6.1, SBD6.2, SBD8 and SBD9) obtainable from HDA Website: www.thehda.co.za/procurement. Under compliance checklist.
- Valid and **Original or Certified B-BBEE** Status Level Verification
- Certificates issued by the following agencies SANAS, IRBA or CCA.
- Proposal / Quotation (quote all items)

Failure to submit all required documents will lead to disqualification of the tender.

The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the consultant.

