

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



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**REQUEST FOR QUOTATION**

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**SUPPLY AND DELIVERY OF STATIONERY**  
**RFQ/JHB/2017/028**

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**QUOTATIONS TO BE SUBMITTED BY**  
**NOT LATER THAN**  
**12:00 ON 13 FEBRUARY 2018**

## Terms of Reference

### 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 settlements. As its primary activity, the HDA assembles state, private and communal land and releases it for development. In addition, the 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

The HDA requires the following stationery:

#### SPECIFICATION FOR STATIONERY

1.	L.Arch Files Lilac 70/ mm	5 Boxes
2.	L.Arch Files Red 70/75 mm	5 Boxes
3.	L.Arch Files Black 70/75 mm	5 Boxes
4.	L.Arch Files Purple 70/75 mm	5 Boxes
5.	L.Arch Files Lilac 50 mm	4 Boxes
6.	L.Arch Files Red 50 mm	4 Boxes
7.	L.Arch Files Black 50 mm	4 Boxes
8.	L.Arch Files Purple 50 mm	4 Boxes
9.	Secretarial Folders (Different Colours)	100 Each
10.	Plastic Bins 15litre (Blue or Black)	5 Each
11.	Bantex Cube Holders	10 Each
12.	Side Binders x50 (5mm)	50 Each
13.	Slide Binders (10mm)	50 Each
14.	Slide Binders (15mm)	50 Each
15.	Heavy Duty Staple Remover	5 Each
16.	Storage Unit holds 6 Files	10 Each
17.	Plastic Containers A4 (All Colours)	15 Each
18.	Plastic Binding Elements 10 mm	100 Each
19.	Plastic Binding Elements 14mm	100 Each
20.	Plastic Binding Elements 16mm	100 Each
21.	Plastic Binding Elements 19mm	100 Each
22.	Plastic Binding Elements 25mm	100 Each
23.	Plastic Binding Elements 32mm	100 Each
24.	Plastic Binding Elements 45mm	100 Each
25.	Plastic Binding Elements 51mm	100 Each
26.	Highlighters pack of 6 (multi-colours)	10 Packs
27.	Uniball EYE 0.7 (Blue)	4 Boxes
28.	Uniball EYE 0.7 (Red)	4 Boxes
29.	Uniball EYE 0.7 (Purple)	4 Boxes
30.	BK77 Ballpoint Pen (Black)	4 Boxes
31.	BK77 Ballpoint Pen (Blue)	4 Boxes

32.	Desk Organiser (Blue)	6 Each
33.	Whiteboard Markers pack of 12	5 Packs
34.	L1025 Batteries	10 Each
35.	Whiteboard Cleaner Spray	2 Each
36.	Rubber Bands Medium 500g bag	10 Bags
37.	Rubber Bands Large 500g bag	10 Bags
38.	Scissors 21.6cm	8 Each
39.	A4 Hard Cover Index Book 144 Pages	20 Each
40.	A5 Hard Cover Index Book 144 Pages	20 Each
41.	Correction Fluid	3 Each
42.	Monami Correction Tape	4 Each
43.	Momami Correction Pen 7ml	5 Each
44.	Flip File A4 40 packet	5 Packets
45.	Document Folder assorted colours	100 Each
46.	Metal File Fasteners box of 50	2 Boxes
47.	Optiplan Divider Cards A4 pack of 50	4 Boxes
48.	Cotton Twine Thin 500gr	2 Each
49.	8GB USB Flash Drives (Sandisk)	20 Each
50.	Paper Clips small box of 100	20 Boxes
51.	Paper Clips Medium box of 100	20 Boxes
52.	Fold Back Clips 51mm box of 12	15 Boxes
53.	Fold Back Clips 32mm box of 12	15 Boxes
54.	Fold Back Clips 25mm box of 12	15 Boxes
55.	Fold Back Clips 19mmbox of 12	15 Boxes
56.	AAA Batteries	30 Each
57.	Calculators x EL330	10 Each
58.	Clear Ruler 30cm	10 Each
59.	Punches 65page , 2 hole	3 Each
60.	A5 Shorthand Notebook 155 Pages	10 each
61.	Optiplan Alpha DL Single colour Yellow	5 Each
62.	Carry Folders A4	100 Each
63.	3 Way Adaptor Surge Protection	5 Each
64.	Extension Cord Surge Protection 3m	5 Each
65.	Optiplan Middelweight Files with Flap & Clip Pack of 25	20 Packs
66.	A4 White Envelopes Box of 500	3 Boxes
67.	Sign Here Stickers Post it Flag indexer 24.5mm x43.6mm	10 packs
68.	Neon Notes 5 Assorted colours 75mm x 75mm	10 Packs
69.	Neon Notes 5 Assorted colours 51mm x 51mm	10 Packs

## Pricing

Service Providers must provide a detailed breakdown of the costs and fees. The quotation must be firm and valid for a period of thirty days. The total cost must reflect VAT.

### 3. Evaluation

In order to facilitate a transparent selection process that allows equal opportunity to all 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 B-BBEE as per the PPPFA.

The following criteria will be used for points allocation for price and B-BBEE compliance on a 80/20 point system:

Table 1 – Price and B-BBEE

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

The HDI proposal will be evaluated as per PPPFA regulations.

### 4. Payment structure

Payment will be made within 30 days of receipt of the materials specified above and as per signed off proofs.

### 5. General

#### 5.1 Below are compulsory requirements for this service

5.1.1 It is important to note that the successful person will work under the supervision of a HDA representative, abide by HDA's Code of Conduct, and other organisational guidelines such as HDA corporate identity guidelines.

5.1.2 Kindly complete and submit the following **COMPULSORY DOCUMENTS** with your proposal:

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

5.2 Further queries regarding technical matters can be sent by email to [nathan.obaray@thehda](mailto:nathan.obaray@thehda) or by telephone on 011 544-1000, and

5.3 Further queries regarding supply chain matters can be sent via email to [Nqobile.mkhwanazi@thehda.co.za](mailto:Nqobile.mkhwanazi@thehda.co.za) or by telephone on 011 544-1000.

### 6 Terms and Conditions

- 6.1 The HDA undertakes to pay in full within thirty (30) days, all valid claims for work done or product/s supplied to its satisfaction upon presentation of a substantiated claim/invoice.
- 6.2 No payment will be made where there is an outstanding information/work/deliverables by the service provider/s.

## **7 Submission of Proposal**

- 7.1 Quotations should be submitted in a sealed envelope clearly marked "**SUPPLY AND DELIVERY OF STATIONERY FOR HEAD OFFICE: RFQ/JHB/2017/028**" and deposited in a tender box on or before the **13 February 2018**, not later than **12H00** to the following address:  
**Attention: The Procurement Officer**  
**The housing Development Agency**  
**Block A, Riviera Office Park**  
**6-10 Riviera Road**  
**Killarney, Johannesburg**
- 7.2 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 service provider.