



NORTH WEST HOUSING
CORPORATION

OFFICE OF THE CEO

ENG: FL Makwati
TEL: 018 381 0872

REQUEST FOR QUOTATION

RFQ NO.	Contact Person:
NWHC/2022/RFQ0012Amended	Frylimo Makwati
RFQ Issue Date:	Contact Details/ Telephone No.:
05 July 2022	018-381-0872
RFQ Closing Date	Contact Email:
13 July 2022 Time: 15h00	flmakwati@nwhc.co.za quotes@nwhc.co.za
Submission of proposals/ quotes	
Proposals should be emailed to flmakwati@nwhc.co.za / quotes@nwhc.co.za or hand delivered to: Segarona Building No. 23 First Street Industrial Site Mahikeng 2745	
Description of services/products required:	
Appointment of service provider to supply and deliver stationery	

HEAD OFFICE:
No. 23 First Street, Segarona Building,
Industrial Site, Mahikeng, 2745

Tel: 018 381 5029 / 0647
Fax: 018 381 5847

Email: Info@nwhc.co.za
www.nwhc.co.za



BOARD OF DIRECTORS

OY Dibetso-Bodibe, (Interim Chairperson and Deputy Chairperson), KA Dikgole, A Kekesi, R Rawat, TS Lerefolo, DN Tsagae, HT Moselane, BS Khukhele, SE Mogodiri (CEO), SZ Machaba (Company Secretary)





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Returnable Documents and Schedules:

✓ Returnable Documents which must accompany the quotation



- Certified B-BBEE Rating Certificate/ Sworn Affidavit.
- Valid original Tax Clearance Certificate/Copy with SARS pin.
- CSD Master Registration report/ Master Registration Number.

✓ Returnable Forms which must accompany the quotation



The forms must be fully completed, signed and dated appropriately

- SBD 4: Declaration of Interest.
- SBD 6.1 Preference Points Claim Form in Terms of Preferential.
- SBD 8: Declaration of bidder's past Supply Chain Management practices.
- SBD 9: Certificate of Independent Bid Determination.

PLEASE NOTE:

- ✓ The quotation must be on the supplier's letterhead;
- ✓ Quotations must be in accordance with the specifications, unless otherwise stipulated;
- ✓ Where applicable, the official pricing structure must be used. Should the allocated pricing page / information be insufficient, you may include an additional copy of the price page;
- ✓ Suppliers are advised that the 80/20 preference points system shall be applied in the evaluation of quotations.
- ✓ The quotation should be valid for a period of 60 days.

Enquiries with regard to specifications may be directed to:

Name: Frylimo Makwati
Telephone No: 018 381 0872

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1. **BACKGROUND**

The North-West Housing Corporation (NWHC) is a schedule 3(c) Public Entity in terms of the Public Finance Management Act ("PFMA") No.1 of 1999 and it was established in terms of the North West Housing Corporation Act 24 of 1982 as amended. However, a decision was taken by the Provincial Executive Provincial Executive Council (EXCO) during the 2008/09 financial year to close the Corporation.

The Corporation was established by ACT, for the purposes of providing and furthering the provision of housing and accommodation in the Province on a co-ordinated basis and on a national scale and assisting in the formation of policies to achieve these objectives, to provide for the management, control and representation of the said Corporation by a Board of Directors, to define the powers functions and duties of the said Corporation, and to provide for incidental matters.

2. **BACKGROUND TO ASSIGNMENT / PROCUREMENT**

North West Housing Corporation has identified the need to procure office filling pockets and hanging file folders.

3. **SCOPE OF WORK**

1. Yellow files x 2000 with new NWHC logo printed them (sample attached)
2. Suspension files A4- Dark green x 3000

4. **DELIVERABLES**

They should all be delivered within 5 working days after purchase order issue date.

5. **DURATION OF THE ASSIGNMENT**

5 working Days.

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6. EVALUATION CRITERIA

- The value of this bid is estimated to be below R50 000 000 (all applicable taxes included); and therefore the 80/20 system shall be applicable. Despite the stipulated preference point system, the North West Housing Corporation shall use the lowest acceptable bid to determine the applicable preference point system in a situation where all received acceptable bids are received outside the stated preference point system.
- Respondents are required to complete **SBD 6.1 (PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017)** and submit it
- together with valid proof of their B-BBEE Status as stipulated in the Claim Form in order to obtain preference points for their B-BBEE status. Respondents are required at all times to comply with the latest B-BBEE legislation and/or instruction notes as issued from time to time by the DTI.

*****Note: Failure to submit valid an original (or a certified copy of) proof of the Respondent's compliance with the B-BBEE requirements at the Closing Date of this RFQ, will result in a score of zero being allocated for B-BBEE.***

7. OTHER CONDITION(S) / DISCLAIMER

- The NWHC is under no obligation to accept any bid and reserves its right not to proceed with the appointment of any service provider that responded to the invitation to submit proposals, for whatever reasons it may consider appropriate;
- The NWHC further reserves its right to decline to consider any bids that do not conform to any aspect of the bidding requirements;
- Request further information from any bidder after the closing date for clarity purposes;
- Cancel this tender / RFQ or any part thereof at any time; and
- Should any of the above occur, it will be communicated in writing to the bidders.

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 North West Housing Corporations



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8. LATE BIDS

Bids received late shall not be considered. A bid will be considered late if it arrived one second after the stipulated closing time.

9. PRICES

All services' pricing should be inclusive of all taxes etc. and payment shall be made in South African Rand.

10. PAYMENT TERMS

- The NWHC undertakes to pay valid tax invoices in full within **thirty (30) days** from invoice date for services rendered; and
- All supporting documents for services rendered / products delivered should be submitted together with the tax invoices for the payment to be processed.

Signed at Mafikeng on 05/07/2022

F.L. Makwati

Supply Chain Manager: North West Housing Corporation

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Twin lock (hanging folders)



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