



NORTH WEST HOUSING  
CORPORATION

## OFFICE OF THE CEO

ENG: FL Makwati  
TEL: 018 381 0872

### REQUEST FOR QUOTATION

<b>RFQ NO.</b>	<b>Contact Person:</b>
NWHC/2022/RFQ0122	Frylimo Makwati
<b>RFQ Issue Date:</b>	<b>Contact Details/ Telephone No.:</b>
27 October 2022	018-381-0872
<b>RFQ Closing Date</b>	<b>Contact Email:</b>
04 November 2022 Time: 15h00	<a href="mailto:flmakwati@nwhc.co.za">flmakwati@nwhc.co.za</a> <a href="mailto:quotes@nwhc.co.za">quotes@nwhc.co.za</a>
<b>Submission of proposals/ quotes</b>	
Proposals should be emailed to <a href="mailto:flmakwati@nwhc.co.za">flmakwati@nwhc.co.za</a> / <a href="mailto:quotes@nwhc.co.za">quotes@nwhc.co.za</a> or hand delivered to: <b>Segarona Building No. 23 First Street Industrial Site Mahikeng 2745</b>	
<b>Description of services/products required:</b>	
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](mailto:Info@nwhc.co.za)  
[www.nwhc.co.za](http://www.nwhc.co.za)



BOARD OF DIRECTORS  
OY Dibetso-Bodibe, (Interim Chairperson and Deputy Chairperson), KA Dikgole, A Kekesi, R Rawat, TS Lerefolo,  
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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 and 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 Stationery.

### 3. SCOPE OF WORK

NO	Description	Quantity
1	80gsm A4 paper	50 boxes
2	A3 Laminator Features - Convenient and easy to operate - A3 Hot Laminator - 2 Rollers - Up to 125 (250 double side) microns - Heat up time: 2min - Jam Release Benefits - Entry Width: 330mm - Max Speed: 400mm/min Reverse Function Built in Trimmer and Corner rounder)	1

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### 4. 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.***

### 5. 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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### 6. 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.

### 7. PRICES

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

### 8. 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 27/10/2022

**F.L. Makwati**

**Supply Chain Manager: North West Housing Corporation**

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