



Limpopo Legislature

REQUESTFOR QUOTATION

**APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF
STATIONERY**

RFQ NUMBER: LPL 013/2025/26

CLOSING DATE: Tuesday, 10 June 2025

TIME: 11:00 AM

	REQUEST FOR QUOTE (RFQ) INVITATION	Section 1
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SUPPLIER/ SERVICE PROVIDER NAME:

.....

REQUEST FOR QUOTATION

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF STATIONERY

Issue Date	03 June2025
Closing Date	10 June 2025

The request for Quote (RFQ) bundle consists of the following documents:

#	DESCRIPTION	SECTION
a)	Invitation to Quote	1 (one)
b)	Detailed specification	2 (two)
c)	Terms and Conditions	3 (three)
d)	Declaration of Interest (SBD 4)	4 (four)
e)	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1)	5 (five)

This quotation document and proposals/quotation must be submitted in the appropriate format clearly marked with the Quote Description & Quote Reference to this e-mail address:
quotations@limpopoleg.gov.za

NB: All quotations must be on the company's letterhead

Further information regarding this quote may be directed to this email address:
quotations@limpopoleg.gov.za

Name

Signature

Date

25.	Sharp 12 digit desk Calculator	20	
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	DETAILED SPECIFICATION	Section 2
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We request a quotation for Supply and delivery of stationery. Please note that the bidders should comply with the below specification or equivalent

STATIONERY LIST

	DESCRIPTION	QTY	
1.	Giant Staples (5000)	24	66/6
2.	HB Pencil	100	
3.	Highlighter Various colours	100	
4.	Marking pen (fine line)	50	
5.	Black Pen (click)	500	
6.	Frosted sheet (light colours)	5	Pack of 100
7.	Tokai HB cards	5	Pack of 100
8.	Board Marker	100	
9.	Finger cones	6	
10.	2Q notebook	100	
11.	<u>A4 White</u> paper	200	200 boxes
12.	10m extension cord	24	
13.	Medium stapler	50	
14.	Arch lever file	100	
15.	File Divider	50	Pack of 20 each
16.	5X5 multiplug with surge protector	24	
17.	16gb USB	100	
18.	Staple remover	24	
19.	Medium puncher	50	
20.	Indian tag – 76mm	50	100 per pack
21.	Giant staple remover	12	
22.	Giant stapler	6	200 pages capacity
23.	Giant puncher	6	150 sheets capacity
24.	30cm shatterproof ruler	50	

26.	Exam pad	100	100 pages
27.	Staples 26/6	50	
28.	Pronnoti/Stick it note pads 76 X 76mm	50	400 sheets
29.	Bostic Gum	24	
30.	Pritt glue stick	24	43g
31.	White board eraser(magnetic)	24	
	PRINTING		
1.	A4 PRINTED WHITE ENVELOPES (FULL COLOUR)	10 BOXES	250 PER BOX
2.	A5 PRINTED WHITE ENVELOPES (FULL COLOUR)	10 BOXES	500 PER BOX
3.	A4 PRINTED FOLDERS IN FULL COLOURS AND IN GLOSS	2000	EACH
4.	A4 SELF-ADHESIVE 'NO ENTRY, ONLY AUTHORISED PERSONEL' SIGNS FOR STORE ROOM	4	EACH
5	Date Stamp	6	Each

	Terms and conditions	Section 3
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1. Objective

- 1.1 To solicit quotations from the services of competent service providers who provide quality services.
- 1.2 To promote local enterprises for provision of goods and services required for the event.

2. The Role of Limpopo Provincial Legislature

- 2.1 Appoint supplier and/or service provider for goods and or services required.
- 2.2 To ensure that the service provider renders the services as per specifications provided.
- 2.3 Conduct supplier and or service provider performance assessment on goods

delivered and or services rendered.

3. The Role of Service Provider

- 3.1 Deliver goods and/or render services required as per specifications and or terms of reference contained in this document.
- 3.2 Allow Limpopo Provincial Legislature to conduct supplier and /or service provider performance assessment on goods delivered and or rendered.

4. SPECIAL INSTRUCTIONS

- 4.1 LPL reserves the right to conduct security clearance and /or vetting of suppliers or service provider before award of business.
- 4.2 LPL reserves the right not to award business to the same supplier or service provider for more than one commodity.
- 4.3 Appointed service provider will be subjected to security clearance verification.

5. KEY ASSUMPTIONS

- 5.1 The suppliers and/or service provider responding to Limpopo Provincial Legislature with a price-quotations, for this RFQ (Request for Quote) is in the financial position to deliver goods and or render the service required.
- 5.2 The service provider and/or supplier has the required skills and competencies to undertake this project.
- 5.3 The service provider will prioritize the project and deliver required goods and/or render required services at the dates agreed upon.
- 5.4 No supplier and/or service provider will accept the appointment of work and later indicate to the Limpopo Provincial Legislature that due to lack of funds, unavailability of stock or any items, he or she will not be in the position to continue with the business awarded and provide the goods and/or services required.
- 5.5 Once Limpopo Provincial Legislature awards the business to any supplier and/or service

provider, the service provider accepts the business awarded, the suppliers and/or service provider is bound to deliver the required goods and /or render required services as per specifications and required delivery date.

5.6 All prices quotations must be on firm pricing.

5.7 The service provider and/or supplier acknowledges general and special conditions pertaining to this assignment by responding to the LPL's request for quote/proposal.

6. PERIOD OF THE ASSIGNMENT

6.1 Once off

7. EVALUATION CRITERIA

7.1 The evaluation criteria are weighted to reflect the importance of project requirements noted in all specifications: All proposals submitted shall be evaluated based on the following criteria:

- ❖ Evaluation Stage One: Administrative Compliance
- ❖ Evaluation Stage two : 80/20 preference point system

ADMINISTRATIVE COMPLIANCE

This is the evaluation criteria that measures compliance of service providers with the administrative requirements of this request and mandatory functional requirements as listed in the specifications. Service providers who fail to meet all requirements will be disqualified from further evaluation.

ADMINISTRATIVE COMPLIANCE			
Item	Description	Yes	No
1	Invitation to RFQ: Completed & Signed		
2	Declaration of Interest Form (SBD 4): Completed & Signed		
3	Preference points claim form in terms of the preferential procurement regulations 2022 (SBD 6.1): Completed & Signed		
4	Recent Central Supplier Database (CSD) report provided		
5	Price Quotations (VAT inclusive), quoted in accordance/compliance with required specifications		

Serviceprovider's

Name: -----

Completed by: -----

Signature: -----

80/20 Preference Point Scoring System

Service Providers must ensure that the price quotation is in accordance or compliant with the required specifications. Limpopo Provincial Legislature reserves the right to reject price quotations that are not complaint with specifications.

	Declaration of Interest (SBD4)	Section 4
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1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, shareholder etc):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:

* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:
Name of state institution to which the person is connected:
Position occupied in the state institution:

Any other particulars:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES / NO

2.11.1 If so, furnish particulars:

.....
.....
.....

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL (SBD 6.1)	Section 5
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SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) Either the 80/20 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20

Totalpoints for Price and SPECIFIC GOALS	100
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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

32. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

32.1. POINTSAWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) & \text{or} & Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \end{array}$$

Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTSAWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Total points	20	
HDI's		
Black Ownership	4	
woman ownership	4	
Person with disability	3	
Specific goals		
Youth	3	
Small, medium and micro enterprises (SMMEs)	3	
Enterprises located in Limpopo province	3	

DECLARATION WITH REGARD TO COMPANY/FIRM

43. Name of company/ firm.....

44. Company registration number:

45. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture /Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

46. I, the undersigned, who is duly authorised to do so on behalf of the company/firm,

certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p>..... SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:	