




water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

REQUEST FOR QUOTATION

QUOTATION NUMBER: WQ-31204
DESCRIPTION: SUPPLY AND DELIVERY OF BINDING MACHINE
DEPT CONTACT PERSON: RUBY MAFUNE
CONTACT NUMBER: 012 336 8244
DATE ISSUED: 26/04/2024

QUOTATION RESPONSES MUST SEND VIA EMAIL TO: Mafuner@dws.gov.za
CLOSING DATE FOR QUOTATION (S)

	DATE: 02/05/2024	TIME:	1	1	H	0	0
No	Item Description	Quantity					
1	<p>DSB CB122 Manual Plastic Comb Binding Machine</p> <p>Features:</p> <ul style="list-style-type: none"> - The CB122 comb binding machine offers users the flexibility to bind up to 500 sheets of paper & up to 12 sheets by one step punching - Additional function with paper thickness guide helps user to select proper plastic comb width - Plastic combs are not only durable, but also can be re-used <p>Specification:</p> <ul style="list-style-type: none"> - Punching Capacity: 12 sheets of paper, 2 sheets (0.2mm) PVC cover - Binding Capacity: 500 sheets - Margin Adjustment - Easy to use paper Guide - Binding capacity: 51mm - Punching style: Rectangle holes (3 x 8mm) <p>What's in the box</p> <p>DSB CB122 Manual Plastic Comb Binding Machine</p> 	01					

IMPORTANT INFORMATION

SERVICE PROVIDERS ARE REQUESTED TO ENSURE THE FOLLOWING BEFORE SUBMITTING RESPONSES
<ul style="list-style-type: none"> • All SBD documents provided with the quotation MUST be fully completed and signed (SBD 1, SBD 4, SBD 6.1 SBD 6.2 (if applicable)) • The signature dates MUST be in line with the current request for quotation. • All quotations MUST be inclusive of vat (if a supplier is a VAT Vendor). • All items quoted must be correctly calculated.

- **Company's tax status on CSD MUST be compliant with SARS when submitting a quotation.**
- **In terms of branded items, the brand name, and the model to be supplied MUST be stipulated in the quotation.**
- **All quotations must be valid for 60 days.**
- Delivery period MUST be indicated on the quotation.
- Late quotations will not be considered.
- Suppliers' attention is drawn on SBD 6.1 which must be used for claiming points for specific goals. Service providers are advised to use the formula on the Annexure A which provides guidance of how to calculate points to be claimed. Service providers are also encouraged to ensure that the ownership percentages used to calculate claimed points are accurate as these will be used in awarding the quotation as per PPR
- Suppliers are requested to use the quotation number provided as reference on the response email

NB: QUOTATIONS WILL BE AWARDED BASED ON THE HIGHEST SCORE FOR PRICE AND SPECIFIC GOALS COMBINED AND NO LONGER BASED ON THE LOWEST QUOTATION IN LINE WITH THE PPR 2022

SUPPLIERS ARE ADVISED TO REGULARLY CHECK THE DEPARTMENTAL WEBSITE <https://www.dws.gov.za/Tenders/Quotations> FOR OTHER QUOTATION OPPORTUNITIES THAT MIGHT BE RELEVANT TO THEIR LINE OF BUSINESS