



30 Rhodes Avenue
Oranjesig
Bloemfontein
9301

www.centlec.co.za

[@centlec](https://www.facebook.com/centlec) [@centlecutility](https://www.instagram.com/centlecutility)

Financial Management and Support

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|------------------------------------|--|
| Contact Person: Me LC Maledu | Date:24/11/2022 |
| E-mail:lerato.maledu@centlec.co.za | Tel: 051 412 2687 Fax: 051 xxxxxxxx |
| Our Ref: C15/2022 | Your Ref.: |

QUOTATIONS ARE HEREBY INVITED TO SUPPLY ATTACHED SCHEDULE

FOR FURTHER INFORMATION L. LEEPILE @ 051 409 2024/2428

CLOSING DATE: 01 DECEMBER 2022 @11H:00

The following conditions will apply:

- The quotation must be submitted on the letterhead of your business. **Delivery** must be in accordance with instructions from this office.
- Documents must be properly indexed and neatly bonded. Loose or stapled documents will be disqualified.
- Quote item number as well as **delivery** (ex. stock/or ex Jhb 7 days).
- **Discount** for 30 days payment.
- Price must exclude **VAT**, but **delivery charges** must be **included**.
- The lowest or any quotation will not necessarily be accepted and CENTLEC reserves the right to accept where applicable a portion of any quotation.
- Payments will only be made to the company **whose name** appears on the official order, no third party will be considered.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Regulations 2017.
- A valid original Tax Clearance Certificate or SARS Pin should accompany your offer. Failure to submit may invalidate your offer.
- CENTLEC (SOC) Ltd reserved the right to request samples if need be.
- All supplementary/compulsory MBD forms must be completed and signed in full.
- **NB: All service providers are requested to submit a valid BBB-EE certificate.** Certificate with the quotation on the closing dates to substantiate their claim.

NB: No official order will be issued to a Supplier that is not registered on the Central Supplier Database (CSD) and provide CSD number.

No quotations will be considered from persons in the Service of the State. Failure to comply with these conditions may invalidate your offer.

| DESCRIPTION | QTY |
|---|------------|
| <u>INVITATION OF QUOTATION FROM SUITABLE SERVICE PROVIDER</u> | |
| SUPPLY AND DELIVERY OF PAPER: PHOTOSTAT 80 GSM A4 WHITE (PER REAM) | 1000 REAMS |

QUOTATIONS to be submitted as follows:

Centlec (Soc) Ltd, Supply Chain Management Offices, 30 Rhodes Avenue, Oranjesig, Bloemfontein, in a sealed envelope, with the **QUOTATION NUMBER**.

THE FOLLOWING INFORMATION SHOULD BE FULLY COMPLETED:

- QUOTATION NO -----
- QUOTATION PRICE -----
- DISCOUNT % -----
- DELIVERY PERIOD -----
- VAT NUMBER -----
- CSD NUMBER -----
- COMPANY NAME -----
- CONTACT NAME -----
- POSTAL ADDRESS -----
- CONTACT DETAILS -----
- E MAIL ADRESS -----

NB: Quotations are to be completed in accordance with the conditions and quotation rules contained in the quotation documents. Quotation documents must be properly indexed and neatly bonded. Loose or stapled documents will be disqualified.

Due to the pandemic we are under, unfortunately we will not be selling the quotation documents. Prospective Bidders are requested to obtain the documents on Centlec's website: www.centlec.co.za and E-Tender: www.etender.gov.za at no charge.

Process of opening Bids during COVID- 19

It is the responsibility of the institution to ensure the safety of our employees and the prospective bidders.

Please note the Disaster Management Act, 2002, published in the Gazette on 18 March 2020 that should be adhered to during the opening of the tender.

The day before the closing of the Bids, the Bid box will be placed in front of supply chain building in presence of the public. A social distancing of at least 1.5 meter must be observed.

Members of the public participating on the opening of the Bids must put on their mask and sanitize when entering premises.

Due to the small space Institution have, only a limited number of at least 5 people from the public will be allowed to participate on the opening of tender in the training center. The bid register will be emailed to those that submitted their proposals.