

MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE (MGSLG)

REQUEST FOR QUOTATIONS SUPPLY AND DELIVERY OF INSTITUTIONAL CONSUMABLES EVERY 2 MONTHS

DATE: 21 July 2023

1. Purpose

The Matthew Goniwe School of Leadership and Governance (MGSLG) invites offers from suppliers to **supply, and delivery of** Institutional Consumables till end of financial year March 2024.

ITEM	DESCRIPTION	PICTURE	QUANTITY
1 Ply Toilet Paper (48) Soft			30
Paper Towel Folded Kimdri Regular 1ply (120 sheets)	240 x 324mm 120 sheets per pack		100 Packs
Paper Towel Mystique 1 Ply	90-meter roll, 1 Ply 90 m x 215mm x 145mm Middle hole diameter 50mm		90 Rolls
Urinal Fresh Screen	17cm(L) x 26.5cm(W) x 21cm(H)		130 Screens

2. The following mandatory documents to be submitted with quotations:

- 2.1 Original and valid tax clearance or Printed copy of valid compliance status pin for further verification.
- 2.2 Certified ID(s) copies of company director(s)
- 2.3 Certified Proof of company registration
- 2.4 Company municipal rates, electricity, or water account not older than 3 Months, proof of Residential lease or rental or sworn affidavit if the business operates at a place of residence.
- 2.5 Completed and signed Standard Bidding Document attached in the tender document.
- 2.6 Proof of registration on National Treasury Central Supplier database.
- 2.7 Proof of company banking details

Failure to submit all the above-mentioned document will result to the disqualification of the bid.

3. Quotations

- 3.1 Quotations should be submitted not later than Friday 04 August 2023 at 11 am.
- 3.2 Quotations must be emailed to procurement@mgsig.co.za
- 3.3 Late Quotations will not be accepted.

4. General

- 4.1 Consumables to be delivered every second month till year end on 31 March 2024. First delivery required 29th of September 2023, Second delivery 30th of November 2023 and the last deliver on 29th February 2024.

5. Contact Details

All Technical enquiries relating to this quotation request must be directed to: procurement@mgsig.co.za. The MGSIG does not bind itself to accept the lowest or any quotation and this quotation will be valid for the period of 90 days after closing



MATHHEW GONWE
SECRETARY OF LEADERSHIP & GOVERNANCE

