



Request for quotation for the Supply and delivery of Stationary	
RFQ Number	FIN/08/2025
RFQ request date	11/08/2025
RFQ closing date	18/08/2025
Name of bidding entity:	
Bidding entity representative:	
Official email for the bidder:	
Re: Request for quotation on behalf of SACPCMP	

YOU ARE HEREBY INVITED TO BID (PROVIDE A QUOTATION) FOR REQUIREMENTS OF THE SOUTH AFRICAN COUNCIL FOR THE PROJECT AND CONSTRUCTION MANAGEMENT PROFESSIONS (SACPCMP).

Please note:

1. Quotations should strictly be emailed to tenders@sacpcmp.org.za not later than 18 August 2025 at 16:00
2. Enquiries: Finance@sacpcmp.org.za
3. Quotations should be valid for at least 30 working days.
4. Is the offer strictly to specification? Yes/No
5. If not specifications, state deviation(s)
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations will be received after the closing date and time will be considered.
8. It is the responsibility of the tenderer to verify the receipt of any emails forwarded to this office.
9. If you are unable to quote, please email this page back to the sender as a no quote and state the reason below.

Reason for no quote:

Delivery Address:

Rigel Office Park, 446 Rigel Avenue, Block A, 2ND Floor, Erasmusrand, Pretoria

1. GENERAL MANDATORY REQUIREMENTS

Quotations will be disqualified or excluded under the following conditions:

- Submission after the deadline.
- Quotations submitted to an incorrect email address.
- Quotations submitted after the deadline.
- Service Providers whose tax matters are not in order at the time when SACPCMP makes an appointment.
- Not including a valid original tax clearance
- Not including a valid CSD certificate..
- The service provider shall be an Exempted Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) BBBEE recognition level.

2. Specification and Price Schedule

Comments: Please provide us with a quotation for the items/services specified hereunder where applicable, in accordance with the attached specification.

Item and Description	Units	Unit Price	Total Price Excluding VAT
Black leaver Arch File	44		R
Flip Files 10 pages	53		
Flip Files 20 pages	02		
Flip Files 30 pages	01		
Flip Files 50 pages	52		
Flip Files 100 pages	01		
Flip File Holder with front plastics with 5 different colours	10		
2 Quire Feint and Margin (192 Pages)	27		
A5 journal Pad (96 Pages)	05		
Exam Pad (100 pages)	20		
Prongs Folders with a front pocket	16		
Sick' n Filling Tabs (Index Marking)	80		
Desk Organiser (desk calendars)	19		
Index Sticky Notes Tabs Different Colours	50		
File Dividers (January - December)	10		
File Divider 1-10	10		
File Divider 1-20	10		
Accetator Files Clear in Colour (Clear boards)	200		
Plastic Sleeves	1100		
White Back Board A4	200		
Black Back Board A4	200		
Pilot Vball grip Pen	10		
Red Pens	100		

black Pens	100		
Blue Pens	100		
green pens	50		
Clutch Pencils	01		
Pencils	34		
Sharpeners	10		
Erasers	10		
Pen holders	04		
Cube Paper	24		
extension Leads	02		
5-way plugs	12		
Highlighters	46		
Post It Sign here stickers	50		
Sticky Notes	16		
Giant Punch	01		
Finger Thumb	05		
laminating pouches	50		
Prestik	03		
Ruler	10		
Stapler	04		
Staples	06		
Staples Giant Heavy duty (box)	05		
Staple Remover	07		
Mouse (wireless)	20		
Calculator (12 digits)	05		
Tape Label Brother	02		
Packaging Tape Clear	02		
Packaging Tape Brown	02		
Rubber Bands	100		
Typek Paper (boxes)	15		
A4 Coloured Paper red	100		
A4 Coloured Paper blue	100		
A4 Coloured Paper Yellow	100		
A4 Coloured Paper Green	100		
A4 Coloured Paper Pink	100		
Glue (Paper)	03		
Magnetic white board eraser	10		
Noticeboard 1200x900	01		
Parrot Drawing Pins Assorted	500		
Scissors	10		
Private Screen protector	03		
Envelopes A4	200		
Envelopes A5	200		
envelope box white with window A4	30		
Assorted Paper Clips	50		
White Board cleaner Fluid	04		
Lasa 5 compartments metal mesha	01		
5 compartments pencil mesh	01		

metal golder desk storage black	01		
Screen Cleaner (Computers)	01		
VAT			R
TOTAL PRICE INCLUDING VAT			R
Delivery Lead Time in days			

GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids/ Quotations:

- the 80/20 system for requirements with a Rand value of above R30,000 and 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 The value of this bid cannot exceed an estimated amount of R50 000 000 (including all applicable taxes) and therefore the 80/20 preferential procurement point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) Specific preference points

1.4 The maximum points for this bid/ Quotation are allocated as follows:

Description	Number of points for preference
Price	80
Specific goals	Number of points for preference
More than 30% black shareholding or owned enterprise.	10
More than 30% woman or women shareholding or owned enterprise.	2
More than 30% youth shareholding or owned enterprise.	2
More than 30% of people living with disability shareholding or owned enterprise.	1

RDP Goals	
SMMEs	5
TOTAL	100

- 1.6 Any specific goal for which a point may be awarded must be clearly specified in the invitation to submit a tender.
- 1.7 Tenderer failing to submit proof of required evidence to claim preferences for other specified goals, may only score in terms of the 80 or 90 points for price; and scores points out of 20 or 10 points, the relating to specific goals stated in the invitation to submit a tender.
- 1.8 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim deemed fit in any manner required by the purchaser.

I/ we agree that the offer her in shall remain binding upon me/us and open for an acceptance by SACPCMP for Republic of South Africa during the validity period indicated and calculated from closing time stated above.

Signature of Tenderer

Name and capacity

Date

This request to quotation must be completed and be accompanied by an official quotation. Please email it to tenders@sacpcmp.org.za