

REQUEST FOR QUOTATION

Quotations is hereby request quote for Buff Folders as per the the below specification.

Specification SEE ATTACHED ANNEXURE A FOR REFERENCE

QUANTITY

**5000, &
10000**

Job Description: Buff Files
325 x 670mm folded to 325x 225mm
Printed black ink one side only on on 220gsm BuffTokai
Punched 2 holes on LHS
Design and Layout included.
Delivery to client included

Finished Size: 225mm x 325mm

SUBMITTED 24/07/25
DEADLINE 04/08/25

Suppliers must take note of the following:

- A preferred supplier will complete SBD 4
- SBD 6.1 MUST be used by all service providers to claim points.
- provide all the required information as stated in the Bid Document.
- Be registered in the National Treasury Central Supplier Database
- If a supplier is not a VAT vendor, VAT must not be included, otherwise all the prices must include VAT.

Evaluation criteria

The evaluation criteria will use 80/20 Principles, where the points are formed by Price and the Specific Goals, Price is 80 points, and the Specific goals is 20 points. NB: SBD 6.1 must be used in order to claim points. Additional information i.e., Medical Certificate, CSD information based on ownership of the enterprise and other related information of ownership submitted will be an added advantage. However, additional relevant information may be requested for further verification in the evaluation process.

Table : Specific Goals

Mr. M. Gobingca (Chairperson), Dr M. Mboto, Ms N. N. Nongogo, CEO: Dr N. Makala (D. Admin)

10 Beacon Bay Crossing, Bonza Bay Road, Beacon Bay, East London, 5247, P.O. Box 15147, Beacon Bay, 5205, Tel: +27 (0)43 700 0900

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Specific Goals are broken down as follows

Criteria	Points Available
Bid Price	80
Specification Goals	20
Total	100

Specific goal category	Allocation of Points 20
Black Ownership: <i>Enterprise Owned by Black Persons i.e., Africans, Coloured, Indians, and Others as defined by the Constitution of South Africa</i> <ul style="list-style-type: none"> 51% or more Black owned enterprises 50% - 10% Black ownership Less than 10% Black ownership 	8 4 0
Women Ownership <ul style="list-style-type: none"> 51% or more Women Ownership 50%- 10% Women Ownership Less than 10% Women Ownership 	3 1.5 0
Youth ownership <ul style="list-style-type: none"> 51% or more Youth ownership 50%- 10% Youth ownership Less than 10% Youth ownership 	3 1.5 0
Disability <ul style="list-style-type: none"> 51% or more Disability ownership 50%- 10% Disability ownership Less than 10 % Disability ownership 	1 1 0
Locality (Enterprise located in the Eastern Cape Province or Enterprise located in the area where goods are required)	2
SMME/ EME SMME constitutes turnover less than 50 million per annum. EME an enterprise that has an enterprise that has a turnover of no more than 10 million per Annum.	2
Total	20

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POPIA Act Disclaimer

- By providing a quote or bid and/or related documentation to the Eastern Cape Liquor Board, the bidder/quoter consents to the processing of its Personal Information, as defined in the Protection of Personal Information Act 4 of 2013 and any other applicable data protection legislation, for the purposes of the procurement purpose, including but not limited to the evaluation, adjudication and appointment of a successful bidder/quoter. The submitted information may also be utilised for any audit and/or legislative reporting purposes.
- Where applicable, the bidder/quoter warrants that it has obtained the necessary consent to process any personal information of its employees and/or any third parties whose personal information is provided for the bid /quotation. In addition, the bidder/quoter consents that Eastern Cape Liquor Board to
- - verify any personal information with the National Treasury CSD website, including verification of references;
- - verify any other regulatory/ industry or any accredited/certification bodies.
- At any stage should the bidder/quoter wish to withdraw its consent as detailed hereabove, it must do so in writing and address such notification to the Senior Manager of Corporate Services. The personal information collected for the purpose of this bid/quotation will be retained for the time period after the finalisation of the procurement process in accordance with the Eastern Cape Liquor Board Records Retention Policy

Enquiries should be directed to:

Ms Chalmers

Email: Athalie.chalmers@eclb.co.za

Tel no. 043 700 0900

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ANNEXURE “A”



EASTERN CAPE
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REFERENCE NO: ECP _____

GG NO: _____

● APPLICANT: _____

● BUSINESS: _____

DISTRICT: _____

LICENCE: _____

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