

THE NATIONAL CREDIT REGULATOR
FEBRUARY 2018

REQUEST FOR QUOTATIONS FOR
THE PROVISION OF COPIER PAPERS
FOR 36 MONTHS

RFQ NUMBER: NCR474.02.18

DUE DATE: 23 FEBRUARY 2018

CLOSING TIME: 11:00AM

1. TERMS OF REFERENCE

1.1 Background

The National Credit regulator would like to engage a service provider to supply copier papers for the duration of 36 months

1.2 Scope of work

The service provider will be required to give a quotation on the following:

NO	DESCRIPTION	NUMBER OF BOXES PER MONTH
1	A4 80GMS 500 WHITE SHEETS	57 BOXES PER MONTH
	To be used for high speed copier, faxes, laser printers and inkjet printers.	
2	A4 80GMS COLOUR SHEETS	7 Boxes PER MONTH
3	A3 80GMS WHITES SHEETS	5 BOXES PER MONTH

The bidders are required to indicate the **paper brand** in their quotation. NCR requires that the prices for the above be fixed for the duration of the contract and be valid for at least 60 days.

2. Delivery terms

- a) The items are required to be delivered to the NCR within **2 working days** after the purchase order is received by the bidder.
- b) All prices must include delivery costs and any other related costs.
- c) Detailed pricing schedule must be submitted

3. Bid Submission

Bids must be hand delivered: **127-15th Road, Randjespark, Midrand**

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4. Additional information:

- a) Brief company profile, as relevant to the above mentioned terms of reference.
- b) Experience in the relevant areas.
- c) Clientele.
- d) A proposal including methodology
- e) Certification of all team members, highlighting experience relevant to this exercise.
Confirmation that the proposed team members will in fact be available to undertake this exercise at the appropriate time and meet the necessary deadlines.
- f) The proposal should contain a work plan, showing tasks, timelines etc.
- g) Contact details of at least three references from amongst recent clients with whom similar work has been conducted in the past 12 Months.
- h) Proof of CSD registration
- i) Certificate of incorporation / legal status.
 - o Company registration documents
 - o Certified copy of directors identity documents
 - o Certified BBBEE certificate
- J) Financial proposal, detailed pricing on the company letter head.