

REF: RFQ 02/2023

Date: 16 Jan 2023

## REQUEST FOR QUOTATION: Supply Stationery as requested - 3 year Contract

### Introduction

Ivanplats Proprietary Limited (previously Platreef Resources Proprietary Limited) ("*Ivanplats*") is developing a highly mechanized underground mine on the farms Turfspruit 241KR and Macalacaskop 243KR. Current activities include excavations for the construction of the shaft.

You are hereby invited to submit a quotation for **Supply of Stationery for 3 year period as and when requested**

## 1 SCOPE OF WORK

### Mine Site

**Provide and deliver the following list of Stationery as and when required.**

Photocopy Paper A4	1 Box/ 5 Ream
Photocopy Paper A3	1 Ream
File PVC 70 Lever Arch BLK A4	each
File PVC 70 Lever Arch Blue A4	each
File PVC 70 Lever Arch WHT A4	each
File PVC 70 Lever Arch YLW A4	each
File PVC 70 Lever Arch GRN A4	each
File Ringbinder PP 25mm BLK A4	each
Pen Iwrite Black IW70	each
Pen Orange BLK Fine 0.8mm	each
Pen Orange Red Fine 0.8mm	each
Permanent Marker BLK EK70	each
Permanent Marker Blue EK70	each
Permanent Marker Black EK700	each
Permanent Marker Red EK700	each
Tipex Correction Pen	each
Prestik 100G	each
Stapler Full Strip MS510	each
Staples 26/6 Ref 65	each
Staples Remover	each
Stapler Heavy Duty 7-65mm	each
Staples For H/D Stapler No:56	each
Sticky Notes 38x51mm	each
Sticky Notes 76x76mm	each
Sticky Notes Sign Here	each



File Fasteners 80mm	50 Sets per box
Tag Files 180gsm 100p/pack	
Colour Board 160gsm A4	Premium White Binding Cover
Paper WHT Refills 100x100mm	Cube
Pencil HB	each
Pencil Eraser	each
Pencil Sharpner	each
Scissors 210mm	each
Highlighter Assorted Colors	each
Binding Covers Frosted A4 180m	100 per pack
Laminating Pouches A3	100 per pack 150mic
Laminating Pouches A4	100 per pack 150mic
Laminating Pouches 65 X 95mm	100 per pack 125mic
File/Tab Deviders (A-Z) A4	Packet
File/Tab Dividers (1-10) A4	Packet
File/Tab Deviders (1-31) A4	Packet
File/Tab Devider (Jan-Dec) A4	Packet
File 10 Tab Dividers Blank A4	Packet
Cassette Black 0n WHT 12mm	Laminated
Cassette Black 0n WHT 18mm	Laminated
Cassette Black 0n WHT 24mm	Laminated
Clipboard Cardboard A4	each
Paper Clip Small Silver 28mm	each
Paper Clip Medium Silver 50mm	each
Paper Binder Clip Extra Large	each
Paper Binder Clip Large	each
Paper Binder Clip Medium	each
Battery AA 1.5v	DURACELL
Battery AAA 1.5v	DURACELL
Pen Medium Ball Cilil BLK 1.0mm	each
Memo Book 144 Pages A6	each
Manuscript Book 192 Page A5	each
Quire counter book 192 page A4	each
Ruler Plastic 30CM	each
Pocket File Clear Plastic A4	each
Examination Pad Punched A4	each
File Dividers WHT board A4	each
Binding Ring Plastic BLK 6mm	each
Binding Ring Plastic BLK 8mm	each
Binding Ring Plastic BLK 10mm	each
Binding Ring Plastic BLK 12mm	each
Binding Ring Plastic BLK 14mm	each
Binding Ring Plastic BLK 16mm	each
Binding Ring Plastic BLK 19mm	each
Binding Ring Plastic BLK 22mm	each



## 2 PROPOSAL REQUIREMENTS

The quotation must show a clear outline of the cost for each of the items. Delivery of all items requested must occur within 2-3 working days of receiving the official order number. All items must be delivered to the **Ivanplats Mine Stores**. All queries must be addressed to Marius Geldenhuys ([mariusg@ivanplats.com](mailto:mariusg@ivanplats.com))

## 3 RESPONSE FROM IVANPLATS

- No details on reasons for selection or rejection will be given subsequent to Ivanplats making an award; Ivanplats shall take all reasonable measures to ensure that all information contained in this Enquiry Document is correct and complete, but Ivanplats does not, however, make any representations or warranties, express or implied, as to the accuracy or completeness of such information and Ivanplats expressly disclaims any and all liability for such representations, warranties or statements. The Tenderer is advised to check the number of pages in this Enquiry Document and should any be found to be missing in duplicate, the writing of the figures indistinct or there be any obvious error herein, the Tenderer must notify the Procurement Department (Natasha Botha) at once. Ivanplats will issue the correct documents as soon as possible, but shall not be liable as a result of such errors or omissions in this Enquiry Document, nor shall it entitle a Tenderer to an extension of time;
- No alterations, erasures, omissions or additions are to be made to the text of this Enquiry Document. Should any such alteration, erasure, omission or addition be made it will not be recognised and the reading of the Enquiry Document as prepared by the Procurement Department (Natasha Botha) will be adhered to;
- Should a service provider be successful, full company particulars will be requested from you in order to register your company on Ivanplats internal systems.
- This Enquiry Document in no way obliges Ivanplats to enter into any contractual relationship with the Tenderer(s). Until such time as formal written legal agreements are concluded between Ivanplats and the Tenderer incorporating the material terms and conditions of this Tender, the Tenderer shall have no rights, obligations or expectations relating to the Services or against Ivanplats of whatsoever nature;
- Various other third parties have also been requested to submit Tenders relating to the Services. Ivanplats is entitled to accept or reject any such Tenders in its sole discretion and is furthermore not obliged to provide any reasons for its decision to any Tenderer. Ivanplats is additionally not obliged to accept the lowest (or any other Tender);  
Ivanplats shall in its sole discretion determine the evaluation criteria for evaluating the Tenders and shall be entitled at its sole discretion to deviate from any of the evaluation
- Criteria should it so determine and to take into account any information as it may in its sole discretion determine;
- The tenders will be opened simultaneously. Tenders will **NOT BE OPENED IN PUBLIC** nor will the Tender results be divulged;
- Service providers who do not hear from Ivanplats within **21 days** of the closing date of the RFQ should consider their quotation as unsuccessful;
- It is a condition of the Contract that no escalation will be payable and the tendered rates and price will therefore be fixed for the duration of the Contract, save for any sectoral determination published by the Department of Labour that has the direct and demonstrable effect of increasing the Contractor's labour costs, in which event the contractor will be entitled to an escalation of his labour costs equal to the escalation as a result of the sectoral determination;
- All prices are to be excluding **V.A.T**



- In the event of failure on the part of the Tenderer to furnish information such as called for in this enquiry or from subsequent formal requests by the Procurement Department (Natasha Botha) then such failure may render the Tender liable to disqualification;
- The Contractor will supply, maintain and insure its own transport in order to carry out its obligations.

### **Occupational Health and Safety Act:**

All activities will be conducted within the provisions of the occupational Health and Safety Act with no exception. The contractor will make provision for all health and safety personnel and requirements. The Ivanplats Health and Safety Specifications will be applied at all times.

### ***Minimum requirements for the consideration of the quotation:***

- BEE EME Affidavit Or BEE Certificate if business is Generic / QSE
- Business Profile indicating Past Experiences with similar projects
- Any other certificates / documents applicable to this project.
- Proof of company Address

### **4 RESPONSE REQUIRED:**

Closing date and time for submission of Quote: **07 February 2023** no later than **12h00**.

Please submit your quotation by dropping it in an enclosed envelope clearly marked- **Ref:02/2023Supply of Stationery 3 Year Contract**- at the X1 Gate no later than **12h00**

- The Company reserves the right to request the supplier to demonstrate that adequate skills, equipment and resources are available for performing the services.
- The Company reserves the right to request any additional information that it deems necessary in order to make a decision on a proposal.
- Prices of goods, work or services must be competitive compared to the open market.
- If and to the extent that Ivanplats accepts a quotation, it will enter into the ***STANDARD TERMS AND CONDITIONS***
- Ivanplats will be responsible to make payment within 30 days according to the standard service level agreement, once the final acceptance of the work is signed off.
- This tender and documents are only intended for the invited recipients and should not be discussed or forwarded onto any other parties and all documents are to be treated as confidential.

Yours sincerely,

Gilbert Kekana  
Buyer

