

 **PRICE COMPERATIVE SCHEDULE FOR SUPPLY AND DELIVERY OF STATIONERY.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **QTY** | **UNIT OF MEASURE** | **DESCRIPTION** | **HERITAGE BOOKSHOP** | **DUCKER INVESTMENTS** |
| 1 | 25 | Box | Bond paper | US$ 625.00 | US$ 787.50 |
| 2 | 10 | Box | A4 Envelopes | US$ 205.00 | US$ 800.00 |
| 3 | 5 | Box | A5 Envelopes | US$ 127.50 | US$ 262.50 |
| 4 | 6 | Pack | Executive pads | US$ 96.00  | US$ 192.00 |
| 5 | 10 | Box | Pens | US$ 60.00 | US$ 110.00 |
| 6 | 5 | Box | Magic markers-assorted colors | US$ 12.50 | US$ 35.00 |
| 7 | 5 | Each | Stamp ink | US$ 6.75 | US$ 25.00 |
| 8 | 10 | Pack | Counter books 2 quire pack of 5 | US$ 80.00 | US$ 300.00 |
| 9 | 5 | Box | Heavy duty staple pins | US$ 10.00 | US$ 7.00 |
| 10 | 5 | Box | Small staple pins | US$ 5.00 | US$ 7.00 |
| 11 | 2 | Each | Puncher | US$ 9.00 | US$ 18.00 |
| 12 | 10 | Pack | Box files  | US$ 165.00 | US$ 270.00 |
| 13 | 20 | Pack | Flat files | US$ 50.00 | US$ 360.00 |
| 14 | 15 | Each | Office Trays | US$ 315.00 | US$ 255.00 |
| 15 | 10 | Each | Card holders | US$23.00 | US$ 100.00 |
|  | VAT |  |  |  - |  - |
|  | TOTAL |  |  | US$ 1 789.75 | US$ 3 529.00 |

It is recommended that the order be awarded to **Heritage Bookshop** at a total US$ 1 789.75 being the most economic bidder to specifications.

THE PROCUREMENT METHOD WAS SELECTED BECUASE THE REQUIREMENT FALLS WITHIN THE RFQ THRESHOLD AS PRESCRIBED IN SECTION 10 SUBSECTION SUB SECTION 2B OF THE STATUTORY INSTRUMENT 05 OF 2018.

PREPARED BY: N D MAKHETHO SIGNATURE: DATE:

 **PROCUREMENT OFFICER**

BUDGETORY CONTROL: M GUVAMOMBE SIGNATURE: DATE:

APPROVED/NOT APPROVED  **TREASURER(A)**

APPROVED/NOT APPOVED BY: P NCUBE SIGNATURE: DATE:

 **CHIEF EXECUTIVE OFFICER**