

	Notsi Solar Park (475 MW) Request for Quotation (RFQ)	Doc No.	NSI-00-PR-QUO-001
		Rev. No.	00
		Rev. Date	05/05/2026

<u>Date:</u>	27 May 2026
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<u>RFQ Reference Number:</u>	CNWE-SH-RFQ-2026-033
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You are hereby invited to tender for the below mentioned Scope of Work / Supply, in accordance with the Project Specifications and Requirements as specified.

<u>Project Details:</u>	
Project Name:	Notsi 475MW Solar Park
Contract No:	
Location:	Dealesville, Freestate, Tokologo Municipality
Completion Date:	5 May 2028

<u>RFQ Specific Details:</u>																																																																
Scope of Work/Supply:	<u>The appointed Service Provider shall supply and deliver stationery, office consumables and related administrative items for the PV Project.</u>																																																															
	The Service Provider must tender on the supply of stationery and office consumables required for daily project administration, document control, site office use and construction site support. No PPE, cleaning materials or safety consumables are included in this scope.																																																															
	<u>1. Items to be Tendered On</u>																																																															
	<table><tr><th>No.</th><th>Item / Service</th><th>Requirement</th></tr><tr><td>1</td><td>Printing paper</td><td>A4, A3 and other required paper sizes</td></tr><tr><td>2</td><td>Pens, pencils and markers</td><td>General office and site administration use</td></tr><tr><td>3</td><td>Highlighters</td><td>Various colours</td></tr><tr><td>4</td><td>Files and folders</td><td>Document filing and project administration</td></tr><tr><td>5</td><td>Lever arch files</td><td>Document control and safety file use</td></tr><tr><td>6</td><td>Plastic sleeves</td><td>Document protection and filing</td></tr><tr><td>7</td><td>Box files</td><td>Filing and storage of project records</td></tr><tr><td>8</td><td>Staplers and staples</td><td>Office and document control use</td></tr><tr><td>9</td><td>Paper clips and binder clips</td><td>General office use</td></tr><tr><td>10</td><td>Punches</td><td>Office and filing use</td></tr><tr><td>11</td><td>Printer cartridges and toner</td><td>Compatible with project printers</td></tr><tr><td>12</td><td>Diaries and notebooks</td><td>Office and site personnel use</td></tr><tr><td>13</td><td>Envelopes</td><td>Various sizes</td></tr><tr><td>14</td><td>Labels and stickers</td><td>Filing, office and document control use</td></tr><tr><td>15</td><td>Flipchart materials</td><td>Flipchart pads and markers</td></tr><tr><td>16</td><td>Whiteboard supplies</td><td>Whiteboard markers, erasers and accessories</td></tr><tr><td>17</td><td>Binding supplies</td><td>Binding combs, covers and related items</td></tr><tr><td>18</td><td>Laminating supplies</td><td>Laminating pouches and related items</td></tr><tr><td>19</td><td>Clipboards</td><td>Site inspection and field-use clipboards</td></tr><tr><td>20</td><td>General office supplies</td><td>Any additional stationery requested by the project</td></tr></table>	No.	Item / Service	Requirement	1	Printing paper	A4, A3 and other required paper sizes	2	Pens, pencils and markers	General office and site administration use	3	Highlighters	Various colours	4	Files and folders	Document filing and project administration	5	Lever arch files	Document control and safety file use	6	Plastic sleeves	Document protection and filing	7	Box files	Filing and storage of project records	8	Staplers and staples	Office and document control use	9	Paper clips and binder clips	General office use	10	Punches	Office and filing use	11	Printer cartridges and toner	Compatible with project printers	12	Diaries and notebooks	Office and site personnel use	13	Envelopes	Various sizes	14	Labels and stickers	Filing, office and document control use	15	Flipchart materials	Flipchart pads and markers	16	Whiteboard supplies	Whiteboard markers, erasers and accessories	17	Binding supplies	Binding combs, covers and related items	18	Laminating supplies	Laminating pouches and related items	19	Clipboards	Site inspection and field-use clipboards	20	General office supplies	Any additional stationery requested by the project
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	<u>2. Minimum Supply Requirements</u>																																																															
	The Service Provider must ensure that all items supplied are:																																																															
	• New and unused. • Suitable for office, site office and construction site administration use.																																																															

- Supplied in the correct quantity and specification.
- Delivered in good condition.
- Delivered within the agreed turnaround time.
- Replaced if damaged, incorrect or defective.
- Priced clearly per item, per unit, per box or per pack.
- Supplied only after formal approval or purchase order authorisation.

3. Quotation Requirements

The Service Provider must include the following in each quotation:

- Item description.
- Brand or product specification, where applicable.
- Quantity.
- Unit price.
- Pack price, where applicable.
- VAT.
- Delivery cost, where applicable.
- Lead time.
- Stock availability.
- Quotation validity period.

No items may be supplied without formal approval or a purchase order from the project.

4. Ordering and Delivery Requirements

Upon approval of the quotation or issue of a purchase order, the Service Provider must:

- Issue a formal invoice.
- Supply only the approved goods.
- Deliver goods to the nominated project office or construction site.
- Ensure delivered items match the approved quotation or purchase order.
- Provide a delivery note with each delivery.
- Ensure the delivery note is signed by the receiving project representative.
- Communicate delays, stock shortages or substitutions before delivery.
- Obtain approval before supplying substitute products.
- Replace incorrect or damaged items at no additional cost.

5. Emergency and Ad Hoc Orders

The Service Provider must confirm whether urgent or ad hoc orders can be accommodated.

The quotation must state:

- Emergency order turnaround time.
- Availability of commonly used stock.
- Delivery arrangements for urgent requests.
- Additional cost for urgent deliveries, where applicable.

6. Tender Submission Requirements

The Service Provider must submit the following with the quotation:

- Company profile.
- Product catalogue or item list.
- Pricing schedule.
- Delivery lead times.
- Delivery cost.
- Minimum order value, where applicable.
- Stock availability confirmation.
- Payment terms.
- VAT registration details, where applicable.
- Assumptions and exclusions.

7. Pricing Requirements

The quotation must clearly show pricing for:

- Printing paper.
- Pens, pencils and markers.
- Files and folders.
- Lever arch files.
- Plastic sleeves.
- Box files.
- Staplers and staples.
- Printer cartridges and toner.
- Diaries and notebooks.
- Envelopes.
- Labels and stickers.
- Flipchart materials.
- Whiteboard supplies.

	• Binding supplies. • Laminating supplies. • Clipboards. • General office consumables. • Delivery cost. • VAT. • Any exclusions. 8. Performance Expectations The Service Provider will be evaluated based on: • Delivery turnaround time. • Product quality. • Pricing competitiveness. • Stock availability. • Accuracy of orders. • Responsiveness and communication. • Replacement of incorrect or damaged items. • Reliability of service. 9. Project Requirement All stationery and office consumables must support the daily administrative, document control and project office requirements of the PV Project. All invoices, delivery notes and quotation records must be suitable for procurement, audit and project record-keeping purposes.
Form of Agreement:	Service provider
Validity of Quote:	30 days
Delivery:	
BOQ:	
Specifications:	
Drawings:	
RFQ Submission Date:	Date: 05 June 2026Time: 06h00
Submission of Quote:	By mail: johan@cggcpower.com



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RFQ Specific Requirements:

Duration of activity: Duration of Project
Start date:

Service required:

Quantity	Type	Additional specifications

Terms & Conditions: As per CNWE service agreement contract.

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CNWE Procurement Process & Requirements:

All RFQ's to be submitted to CRM Office for processing
Procurement of all services will be based on a commercial basis.
Only contractors & SMME's which have been fully vetted by CRM will be considered.

Returnable to be submitted (Check List)

Quotation / Proposal <u>Including Cover Letter</u>	
BEE Certificate / WBHO Affidavit	
Certified copy of roadworthy certificate and licence disc	
Certified training certificates/competencies of operators	
Service record of plant	
Tax clearance document	
Proof of insurance and ownership	
Vat Registration	
Letter of Good Standing	
Company registration document	
Proof of Address	