



MANTSOPA

MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)
(As from 6 December 2000)

Head office

Private Bag X11 or
P.O. Box 64
LADYBRAND
9745

38 Joubert Street
LADYBRAND
9745

Tel: 051-9240654
051-9240659
051-9240655
051-9240657

Fax: 051-9240020

E-mail:
mantsopamun@xsinet.co.za

Area Offices

P.O. Box 76
TWEESPRUIT
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 24
EXCELSIOR
9760

Tel: 051-9730015

Fax: 051-9730865

P.O. Box 5
HOBHOUSE
9740

Tel: 051-9640012

Hobhouse Way 177

THABA PATCHOA
9771

Tel: 051-9640012

Fax: 051-9640054

File no.:

Contact Person: Khotso Pharoe

10 September 2014

INVITATION FOR QUOTATIONS – Supply and Delivery of Office Stationery for Mantsopa Local Municipality.

Quotations are hereby invited from service providers to supply and delivery of Office Stationery for Mantsopa Local Municipality

Specifications :

The specifications for Supply and Delivery of Office Stationery for Mantsopa Local Municipality.

DESCRIPTION	QUANTITY
HP Toner Catridge 12A	50
A4 PHOTOCOPY PAPER	100
HP Toner Catridge 85A	10
Samsung 105L toner	40
HP Cartridge 305A Black	20
HP Cartridge 305A Yellow	10
HP Cartridge 305A Blue	10
HP Cartridge 305A Magenta	10
File Dividers (Months)	30 PACKETS
File Dividers (Plain)	10 Packets
File Dividers (A-Z)	10 Packets
WINDOW ENVELOPES-WHITE 500 PER BOX	10 BOXES
PUNCHER-MEDIUM	20
PUNCHER-HEAVY DUTY	10
Paper Clip 33mm	15
Paper Clip 50mm	15
A4 lever Arch Files	100
Highlighters	50
Black pens	100

All correspondence to be addressed to the Municipal Manager

Blue Pens	50
Purple pens	50
Red Pens	50
HP Toner Cartridge 35A	10
Panasonic Cartridge DP8020	5
Sellotape 48mmx 50mm	30
HP Laserjet 200 color cartridge- Blue, Magenta, Yellow	5
HP Laserjet 200 black cartridge	10
Stick On notes	50
HP Cartridge CE390A HO Laserjet 600M603	15

Yours faithfully

SM SELEPE
MUNICIPAL MANAGER

GENERAL CONDITIONS

All quotations must comply with the following conditions:

1. Item must be fully described.
2. Price for items must include VAT
3. Indication of whether price is firm or not firm.
4. Quotations must be valid for a minimum period of 30 days.
5. Delivery period must be indicated and show whether it is firm or not firm.
6. Quotation must be signed by a duly authorized person. **No faxed quotation**
7. An original tax clearance certificate must be attached. No quotation will, however be awarded to bidders who have failed to submit the original tax clearance certificate.
8. The 80/20 adjudication system will be applicable, where 80 points, will be allocated for price and 20 points, will be allocated for **BBBEE Status Level Verification Certificate**.
9. **Only service providers who are in accredited supplier database of Mantsopa Local Municipality must submit the quotations.**
10. The successful supplier will be the one who scores the highest points.

Enquiries on Specification: Ms M Mofarasi and Mrs. L Lisenyane at (051) 924 0654.

Notes

- **Quotations must be submitted and delivered to the Bid Box (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745, on or before 17 September 2014@16h30 the envelope must be sealed and clearly marked ‘ SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR MANTSOPA LOCAL MUNICIPALITY’ quoting reference number SCM 10/14/15.**

Yours faithfully

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SM SELEPE
MUNICIPAL MANAGER

DATE: