



MANTSOPA

MUNICIPALITY

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

MANTSOPA
LOCAL MUNICIPALITY

01 MAR 2016

File no.:
Contact Person: Khotso Pharoe

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@xsinct.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

01 March 2016

SUPPLY
CHAIN MANAGEMENT

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 Cartridge 12A	15
A4 Photocopy Paper	100
HP Toner Cartridge 85A	5
Samsung 105L toner	5
Counter Books-288 pages A4	20
File Dividers (Months)	20
File Dividers (Plain)	10
File Dividers (A-Z)	15
Stapler Heavy Duty	5
Puncher Heavy Duty	5
A4 Lever Arch Files	300
Highlighters	50
Black Pens	100
Blue Pens	20
Purple Pens	10
Red Pens	20
HP Toner Cartridge 35A	6
Panasonic Cartridge DP8020	2
Sellotape 48mmx50mm	15
HP LaserJet 400 color cartridge-Blue	2
HP LaserJet 400 color cartridge-Yellow	2
HP LaserJet 400 color cartridge-Magenta	2

All correspondence to be addressed to the Municipal Manager

HP LaserJet 400 color cartridge-Black	2
HP LaserJet 400 color cartridge-Black	2
Sticky notes pad	30
Pritt Glue Stick	30

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 Mr T Nkaki and Mrs. L Lisenyane at (051) 924 0654.
- **Quotations must be submitted and delivered to the Bid Box (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745, on or before 08 March 2016@16h30 the envelope must be sealed and clearly marked ' SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR MANTSOPA LOCAL MUNICIPALITY' quoting reference number SCM 25/15/16**

Yours faithfully

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SM SELEPE
MUNICIPAL MANAGER

DATE: 08/03/16