



MANTSOPA

MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa)
 (Mantsopa October 2000)

LOCAL MUNICIPALITY

04 DEC 2018

File no.
 Contact Person: Khotso Pharoe

SUPPLY
 CHAIN MANAGEMENT

04 DECEMBER 2018

INVITATION FOR QUOTATIONS – SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR MANTSOPA LOCAL MUNICIPALITY.

Quotations are hereby invited from service providers for Supply and Delivery of Office Stationery for Mantsopa Local Municipality.

Specifications

Office Stationery

<u>Item Description</u>	<u>Quantity</u>
Giant Stapler	1
Staplers Small	23
Staples(small)	40 boxes
Giant Staples 23/10	20 boxes
Highlighter's different Colors	80
A4 Arch Lever Files	14 boxes
Thin A4 Lever Arch Files (Pink and Purple)	2 boxes
Puncher Medium	6
Suspension Files 25 per box	100 boxes
File Dividers Plain	20 Packets
File Dividers Months	20 Packets
File Dividers A-Z	20 Packets
Stick on Note Pads, Medium Square Size	20 Packets
Puncher Medium	30
Puncher big	5
Envelopes A4	5 boxes
Staple Removers	10 Boxes
Pritt Big	8
Calculator 12 Digit only	10

All correspondence to be addressed to the Municipal Manager

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

T.P.

Note Book (20 pages)	2 Packets
Scissors, Medium Size	13
A4 Printing Paper	100 boxes
A3 Printing Paper	3 Boxes
A4 Colored Printing Paper(pink,blue,yellow,green)	2 Boxes
Paper Clip(big)	3 Boxes
Frosted Sheets(transparent)	5 Packets
CARTRIDGES	
85 A HP Cartridge	2
P1102W HP Cartridge	2
1018 HP Cartridge	1
1 SensysMF 237w	1
1020 HP Cartridge	2
TK 350 Cartridge	1
12A HP Cartridge	2

T.R

GENERAL CONDITIONS

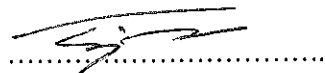
All quotations must comply with the following conditions:

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. **The service provider must be in Central Supplier Database on the National Treasury.**
10. The successful supplier will be the one who scores the highest points.

Enquiries on Specification Mr Thabiso Moathodi and Mrs. Sixaxa (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 12 December 2018@16h00 the envelope must be sealed and clearly marked 'SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR MANTSOPA LOCAL MUNICIPALITY quoting reference number SCM 15/18/19.**

Yours faithfully



T MASEJANE
MUNICIPAL MANAGER

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DATE: 04/12/2018
