



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

03 July 2019

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	2
Staplers Small	23
Staples Small	40 Boxes
Giant Staples 23/10	20 Boxes
Highlighters different Colors	100
A4 Arch Level Files	18
Thin A4 Lever Arch Files(Pink and Purple)	2 Boxes
Puncher Medium	7
Puncher big	5
Suspension Files 25 Per Box	50 Boxes
File Dividers Plain	30 Packets
File Dividers Months	30 Packets
File Dividers A-Z	30 Packets
Stick on note pads medium square size	30 Packets
Envelopes A4	5 boxes
Window Envelopes 110mm X 220 mm	5 boxes
Staple Removers	10 Boxes
Pritt Big	10
Calculator 12 Digit only	10

All correspondence to be addressed to the Municipal Manager

T.P.

Note Book (20 pages)	2 Packets
Note Book (364 pages)	5
Scissors: Medium Size	13
A4 Printing Paper (White)	100 Boxes
A3 Printing Paper (White)	3 Boxes
A4 Colored Printing Paper (Pink, Yellow, Green)	3 Boxes
Paper Clip(big)	3 Boxes
A4 Board Paper Clip	6
Flip File 50 pages	1
Binding Rings Black(Qty 50) Size 22mm 14mm	2 Boxes on each.
Frosted Sheets(transparent)	5 Packets
<u>CARTRIDGES</u>	
HP LAJERJET:	
HP 49A	2
HP P1102	2
HP 1020	2
HP Color 1600	1
HP P1005	1
HP 85A	2
HP P1102W HP	2
HP 1018	1
1 Sensys MF 237w	1
HP 1020	2
TK 350	1
HP 12A	2
HP 1320	2
Kyocera-FS1135	1
LASER TONER(COLOUR) B-TN 225/245/255/265/285/296 M B-TN 225/245/265/285/296 Y	1

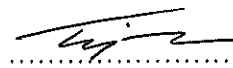
T.P.

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. **BEE Certificate or Sworn Affidavit must be attached**
 10. **The service provider must be in Central Supplier Database on the National Treasury.**
 11. The successful supplier will be the one who scores the highest points.
Enquiries on Specification Mr Moatlhodi 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 11 July 2019@16h00 the envelope must be sealed and clearly marked **SUPPLY AND DELIVERY OF OFFICE STATIONERY** quoting reference number SCM 02/19/20.**

Yours faithfully



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T MASEJANE
MUNICIPAL MANAGER

