



# 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

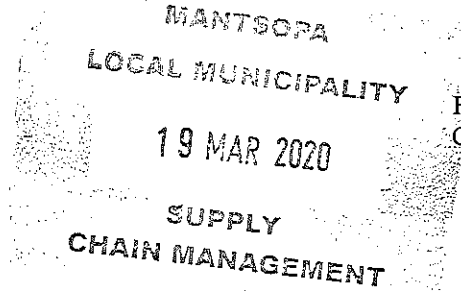
Hobhouse Way 177

**THABA PATCHOA**  
9771

Tel: 051-9640012

Fax: 051-9640054

19 March 2020



File no.:

Contact Person: Khotso Pharoee

### 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>
Staples Small	40 Boxes
Giant Staples 23/10	10 Boxes
A4 Arch Level Files (25 per box)	6 Boxes
Thin A4 Lever Arch Files (Pink and Purple)	2 Boxes
Suspension Files (25 Per Box)	10 Boxes
Envelopes A4	5 boxes
Window Envelopes 110mm X 220 mm	5 boxes
A4 Printing Paper (White)	200 Boxes
A3 Printing Paper (White)	3 Boxes
<u>Binding Rings Black</u> (Qty 50) Size 22mm 14mm	2 Boxes on each.
Frosted Sheets(transparent)	5 Packets

All correspondence to be addressed to the Municipal Manager

*T.P.*

<b><u>CARTRIDGES</u></b>	
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)	1
B-TN 225/245/255/265/285/296 M	
B-TN 225/245/265/285/296 Y	

**NB:**

- **The Supplier must fill in the MBD 4 Form**
- **The MBD 4 Forms are obtainable at Mantsopa Website**
- **The supplier must State the Delivery period on the quotation**
- **All the items must be delivered at once**

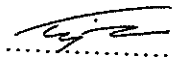
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## GENERAL CONDITIONS

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 27 March 2020@16h00 the envelope must be sealed and clearly marked SUPPLY AND DELIVERY OF OFFICE STATIONERY quoting reference number SCM 26/19/20.**

Yours faithfully



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**T MASEJANE**  
**MUNICIPAL MANAGER**

DATE: 19/03/2020