



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

09 June 2020

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

Quotations are hereby invited from service providers for Re-Supply and Delivery of office stationery for Mantsopa Local Municipality.

MANTSOPA
LOCAL MUNICIPALITY
09 JUN 2020
SUPPLY
CHAIN MANAGEMENT

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.

| <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 |

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**

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

Yours faithfully



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T MASEJANE

MUNICIPAL MANAGER

DATE: 09/06/2020