



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

18 January 2021

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)	10 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)	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**

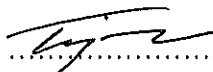
T.P.

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 26 January 2021@12h00 the envelope must be sealed and clearly marked SUPPLY AND DELIVERY OF OFFICE STATIONERY quoting reference number SCM 14/20/21.**

Yours faithfully



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T MASEJANE

MUNICIPAL MANAGER

DATE: 19/01/2021