



# MANTSOPA

## MUNICIPALITY

(Incorporating Ladybrand, Tweespruit, Excelsior, Hobhouse & Thaba Patchoa )  
(As from 6 December 2000)

MANTSOPA  
LOCAL MUNICIPALITY

02 MAR 2022

File no.:  
Contact Person: Palesa Yangaphi

SUPPLY  
CHAIN MANAGEMENT

02 March 2022

### 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

<u>Item Description</u>	<u>Quantity</u>
A4 Arch Level Files (25 per box)	30 Boxes
Thin A4 Lever Arch Files (Pink and Purple)	1 Boxes
Window Envelopes 110mm X 220 mm	4 boxes
A4 Printing Paper (White)	200 Boxes
<u>Binding Rings Black</u> (Qty 50) Size 22mm 14mm	2 Boxes on each.
Frosted Sheets (transparent)	5 Packets
Blue Folders (100 in a box)	3 Boxes
Clear Cellotape	10
Glue Sticks 22g	20
Suspension Files (25 box)	8 Boxes
Staples 26/6	100 Boxes
Thermal Rolls 57x40 (100 Rolls in a box)	4 Boxes
Thermal Rolls 80x80 (50 Rolls in a box)	4 Boxes
Calculator	4
Flip File (50 pages)	2
Stamps (Town Planning) see attached sample	2

#### 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

All correspondence to be addressed to the Municipal Manager

<b>HP LAJERJET:</b>	
Sharp AR-5625	1
HP P1102	2
HP 1020	2
HP P1005	1
Suspension Files (25 in a box)	8 Boxes
Staples 26/6	8 Boxes
HP 85A	2
HP P1102W HP	2
HP 1018	1
HP 1020	2
TK 350	1
HP 12A	4
HP 1320	2

**NB:**

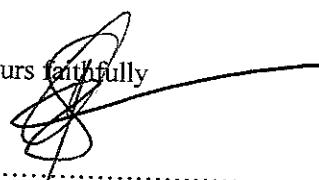
- The Supplier must fill in the MBD 4 Form
- The MBD 4 Forms are obtainable at Mantsopa Website
- The supplier must State the Delivery period on the quotation
- All the items must be delivered at once

### 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 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 10 March 2022@12h00 the envelope must be sealed and clearly marked **SUPPLY AND DELIVERY OF OFFICE STATIONERY** quoting reference number **SCM/FIN 03/21/22**.**

Yours faithfully

1. 

MM LESOETSA

ACTING MUNICIPAL MANAGER

DATE: 02/03/2022

MANTSOPA LOCAL  
MUNICIPALITY

25 AUG 2021

COMMUNITY SERVICES &  
DEVELOPMENT DEPARTMENT

Town Planning

APPROVED  
~~RECEIVED~~

Signature

MANTSOPA LOCAL  
MUNICIPALITY

25 AUG 2021

COMMUNITY SERVICES &  
DEVELOPMENT DEPARTMENT

Town Planning

Received

Signature