



MANTSOPA

MUNICIPALITY

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

MANTSOPA
LOCAL MUNICIPALITY

17 APR 2023

File no.:

Contact Person: Khotso Pharoe

SUPPLY
CHAIN MANAGEMENT

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

17 April 2023

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

Specifications

Item Description	Quantity
A4 Printing Paper (White)	200 Boxes
20 PVC Ring binders 25mm File(Pink or Purple)	01 Box
Staples	200 Boxes
HP LAJERJET:	
HP P1102	2
HP 1020	4
HP P1005	2
HP 85A	2
HP P1102W HP	2
HP 1018	1
HP 12A	4
HP 1320	2
Laser Toner	1
H-CF 283X/C137/337/737	
Brother Toners	
TN-261BK-Black	2
TN-265Y-Yellow	2
TN-265M-Magenta	2
TN-265C-Cyan	2

- All costs must be included on the quote.
- All items must be delivered at once.
- The bidder must indicate delivery period on the quotation.
- The bidder must fill in the MBD 4
- Forms are obtainable at Mantsopa website www.mantsopa.fs.gov.za

All correspondence to be addressed to the Municipal Manager

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. This quotation will be evaluated in terms of the 80/20 preferential points system as prescribed in the Preferential Procurement Policy Regulations of 2022.
9. **Only suppliers who are in the Central Supplier Database (CSD)**
10. The successful supplier will be the one who scores the highest points.
11. **NB: All service provider(s) are requested to submit a Valid BBB-EE certificate. Certificate with the quotation on the closing dates to substantiate their claim.**

Specified Goals for Preferential Points System

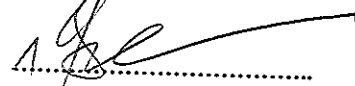
Specific Goals	Points Allocation
Black owned (More than 51%)	10
Women owned (More than 51%)	5
Youth owned <35 (More than 51%)	5
Total Points	20

Enquiries on Specification: **Mr. Moatlhodi @ 073 526 5667**

Notes


- Quotations must be submitted and deposited in the Quotation box at Finance Department (telephone number: 051 924 0654) at 38 Joubert Street, Ladybrand 9745, on or before 24 April 2023 @ 12h00 the envelope must be sealed and clearly marked 'SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR MANTSOPA LOCAL MUNICIPALITY. 'Quoting reference number SCM/FIN 05/22/23.

RECOMMENDATION BY THE CFO:


T TSHIKUNDU

CHIEF FINANCIAL OFFICER

APPROVAL BY THE MM


M MOGOPODI

MUNICIPAL MANAGER

DATE: 14/04/2023

DATE: 14/04/2023

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