

HEAD OFFICE

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Molalathoko KG

Reference:

12 July 2012.

NOTICE NO: FIN: 13/07/12

CALL FOR QUOTATIONS FROM SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY AS PER THE ATTACHED SPECIFICATIONS:

The following documentation should accompany the quotation

- a) Company Registration Certificate
- b) A valid Tax Clearance
- c) BBB-EE Certificate

It is expected that the appointed service provider should deliver the abovementioned stationery in Molemole Municipal Offices in Mogwadi.

For further information please contact Mr. Phahlahla **at 015 501 0243\4 during office hours**. All quotations should be submitted at Mogwadi Municipal Tender Box on\ before **22 July 2012, 12:00 midday**. No quotation will be accepted after the deadline date and time and quotations not accompanied by specific documents will be rejected.

**NKOANA TD**  
**MUNICIPAL MANAGER**

**Vision:** Provision of affordable and sustainable services through community participation

**Mission:** To provide essential and affordable quality services to communities, efficiently and effectively in a transparent and accountable manner

## REQUEST FOR QUOTATION STATIONERY, TONERS & CATRIDGES

ITEMS	BRAND NAME	QUANTITY
CE 320 A	Hp	10
CE 321 A	Hp	4
CE 322 A	Hp	4
CE 323 A	Hp	4
CE 505 A	Hp	7
CE 278 A	Hp	3
SCX 4521 D3	SAMSUNG	4
RICOH FAX 1275	NASHUA	3
920 Office jet	Hp	15
920 XL Cyan	Hp	6
920 XL Magenta	Hp	6
920 XL Yellow	Hp	6
FX 10	CANON	3
Q 6000 A	Hp	8
Q 6001 A	Hp	3
Q 6002 A	Hp	3
Q 6003 A	Hp	3
FILE FOLDERS		4
FILE FASTENER		20

ALPHABET FILE DIVIDER ( PVC)		30
BOSTIC		20

DC FIX		6
SHARP CALCULATOR		10
SCIENTIFIC CALCULATOR	CASIO	10
C4/A4 ENVELOPES BOXES		4
GIANT STAPLER & STAPLES	STD HS-3000	4
INDUSTRIAL PUNCHER		2
INDUSTRIAL BIG STAPLER & STAPLES		2
HIGHLIGHTER( MULTICOLOUR)		30
PILOT MEDIUM PENS		48
PILOT UNIBALL PENS		48