

**HEAD OFFICE**

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: JimmyM**

**Reference:**

21 January 2013

**CALL FOR QUOTATION FROM SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF STATIONERY.**

Molemole Municipality is hereby inviting quotations from prospective service providers for the supply and delivery stationery with the following specifications:

DESCRIPTION	BRAND	QUANTITY
BROWN C4/A4 ENVELOPES BOXES	LEO/MANILLA	15
BROWN C5 ENVELOPES BOXES	BUFF-MANILLA	10
BROWN ENVELOPES 110mm×220mm DLB BOXES	MANILLA	5
STAPLERS	BANTEX 9343	40
SCIENTIFIC CALCULATOR	CASIO	30
MEDIUM CALCULATOR	SHARP	30
DESK CALCULATOR	SHARP	10
8 COLUMNS ANALYSIS BOOK		8
A6 MEMO BOOK HARD COVER	TREELINE	30
A5 MEMO BOOK HARDCOVER	TREELINE	30
A4 HARD COVER COUNTER BOOK (1 quire)	TREELINE	20
NUMERICAL FILE DIVIDERS		30
A4 FILE DIVIDERS BOARD	CROXLEY	40
A4 BOXES PAGES WHITE	TYPEK/ROTATRIM	50
A4 BOXES PAGES YELLOW	TYPEK	5
A4 BOXES PAGES BLUE	TYPEK	10
A4 BOXES PAGES PINK	TYPEK	10
PVC LEVER ARCH FILES	DONAU/BANTEX	50
LEVER ARCH FILES	TREELINE/BANTEX	50
GIANT RUBBER BAND		30packets
SMALL MONEY CLIP BOXES	STEPHENS	10
MEDIUM MONEY CLIPS BOXES	STEPHENS/FOSKA	20
KING SIZE CLIPS BOXES (78mm)	STEPHENS	20
FILE FOLDERS ( 20 pack of 100)	DONAU	20
BOARD MARKERS BLACK/ DRY ERASE MARKERS	ARTLINE	30
BOARD MARKERS BLUE/ DRY ERASE MARKERS	ARTLINE	30
BOARD MARKERS RED / DRY ERASE MARKERS	ARTLINE	20
BOARD MARKERS GREEN/ DRY ERASE MARKERS	ARTLINE	20
SMALL COMPUTER BINDERS	BANTEX	50
BIG COMPUTER BINDERS 1565	BANTEX	40

Vision: A developmental people driven organization that serves its people

Mission: To provide essential and sustainable services in an efficient and effective manner.

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The following documentation should accompany the quotations:

- a) Company Registration certificate
- b) A valid Tax clearance certificate
- c) BBB-EE Certificate from an accredited agency, auditor or accountant

**The following conditions will apply:**

- Quotation must be on an official letterhead of the company;
- Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- Price (s) must be firm and inclusive of VAT;
- A firm delivery date must be indicated.

For any specification enquiries please contact Mr. Phahlahla on 015 501 0243/4 during office hours. All quotations should be submitted to Mogwadi Municipal Tender Box by no later than 21 February 2013, 12H00 midday, clearly marked **DELIVERY OF STATIONERY**. No quotation will be accepted after the deadline date and time. Quotations not accompanied by specified documents, faxed or emailed will not be considered.



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MUNICIPAL MANAGER

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