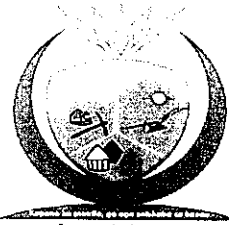


HEAD OFFICE

303 Church Street
Private Bag X 44
MOGWADI 0715
Telephone: (015) 501 0243/4
Fax no : (015) 501 0419
E-mail: info@molemole.gov.za



Molemole Municipality

MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
Fax no : (015) 397 4334

www.molemole.gov.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: JimmyM

Reference:8/1/1:FNC003

27 August 2014

RE-ADVERTISEMENT

Molemole municipality is hereby inviting quotations from prospective service providers for the supply and delivery of stationery.

Kindly refer to attachment for list of stationery items required.

The following documentation should accompany your quotations:

- a) Company registration certificate
- b) An original valid Tax clearance certificate
- c) Completed declaration form (downloadable on municipal website)
- d) An original or certified copy of a valid B-BBEE certificate

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;
- Delivery must be made within 14 days. Failure to deliver within 14 day may result in the municipality cancelling its order.
- Payment will be effected within 30 days of receipt of invoice.
- Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, BBBEEA of 2003 and preferential procurement regulation of 2001.

Kindly direct all technical enquiries to Mr. Phahlahla J at 015 501 0243 between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest 03 September 2014 at 14:00, clearly marked STATIONERY. No quotation will be accepted after the closing date. Molemole municipality reserves the right to accept any quotation.


Mr. Madibana MH
ACTING MUNICIPAL MANAGER

Vision: A developmental people driven organization that serves its people

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



REQUEST FOR QUOTATION STATIONERY

ITEMS	BRAND	QUANTITY
A4 PAPER BOXES WHITE	TYPEK/ROTATRIM	50
ARCH LEVER FILES PVC	BANTEX	125
ARCH LEVER FILES	CROXLEY	60
BLACK PENS	BIC CLIC	8 boxes
CORECTION PEN/TIPEX	PENTEL	40
STANDARD 26/6 STAPLES	REXEL 56	30 boxes
A4 PINK PAPER		3 Boxes
GIANT STAPLES 23/17 (5000 unit box)	KANGARO	4 Boxes
FLASH DRIVE 8gig	SANDIKS	20
GIANT STAPLES 23/20(5000 unit box)		5 Boxes
A4 BROWN ENVELOPES		5Boxes
C5 BROWN ENVELOPES		5 Boxes
SUSPENSION FILES		40
A4 GREEN PAPER		2Boxes
BOARD FOLDERS	CROXLEY	25
STEEL DESK LETTER TRAYS (double tier)	KROST	15
STEEL PAPER CUBE HOLDER	KROST	15
POWER PUNCH (190 Sheets) Ref.KW933	Kw Trio	5
GBC LEATHER BOARD COVERS (250gsm)	GBC	5reams
FROSTED SHEETS (250gsm)		15 reams
FILE FASTENERS	sds	50 boxes
DESK TOP LARGE CALCULATORS	3 SHARP,3CANON	6
PACKAGING TAPE DISPENSER		5
DESK SHARPENER	Carl	5
BIC SOLO DESK PEN SET	BIC	20
STANDARD SCISORS		30
MESSAGE PAD	TREELINE	12
PUNCHERS	KANGARO DP 800	10
RING BINDER FILES PVC		25
MULTICOLOUR HIGHLIGHTERS	PENFLEX	25
CLEAR ADHESIVE	BOSTIK	5
WHITE BOARD ERASERS		3
CATRIDGES/TONERS		
ITEMS	BRAND	QUANTITY
ERC-38 B	EPSON	3
ERC-31	EPSON	3
CE 505 A	hp	5
CE 320 A	hp	10
CE 321 A	hp	5
CE 322 A	hp	5
CE 323 A	hp	6
CE 278 A	hp	2

XCAP

CE 255 A	hp	4
CF 210 A	hp	8
CF 211 A	hp	6
CF 212 A	hp	6
CF 213 A	hp	6
TN-2035	BROTHER	6
MLT-D101S	SAMSUNG	4
T2248/T2348	TALLY	3

Initials:.....

