

**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](http://www.molemole.gov.za)

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**Enquiries: JimmyM**

**Reference:8/1/1:FNC05**

**31 October 2014**

**Molemole municipality is hereby inviting quotations from prospective service providers for the Supply and delivery of stationery items tabulated below:**

ITEMS	BRAND	QUANTITY
A4 PAGES	TYPEK	100 boxes
ARCH LEVER FILES	CROXLEY	50 items
BANTEX FILES PVC	BANTEX	40 items
FILE FASTENER	SDS	20 boxes
PVC CLIPBOARD A4		10 items
PVC CLIPBOARD A3		5 items
DESK SET SOLO DELUXE PEN	BIC	10 items
BLACK PENS	BIC click	15 boxes
3 QUIRE NOTE BOOKS		40 items
2 QUIRE NOTE BOOKS		80 items
CORRECTION PEN	PENTEL	10 items
BOSTIK		48 items
HIGHLIGHTERS(MULTI COLOUR)	TREELINE/STABILO BOSS	40 items
PERMANENT MARKERS	PENTEL MAXIFLO	20 Black 10/Blue 10 item
MARKER BLACK	ARTLINE 700(thin)	20 items
PENCILS	HB	120 items
ERASERS		120 items
FILE DIVIDER ALPHABET PVC		20 items
WHITE CUBE REFILL	TREELINE	24 boxes
PUNCHERS	KANGARO DP- 900	06 items
STAPLES	REXEL NO 56	20 boxes
ADHESIVE BOOK COVER 10m		20 items
PACKAGING TAPE		10 clear
RING BINDER PVC		40 items
RING BINDERS BOARD		40 items
STAPLE REMOVERS	KANGARO SR45	24 items
STAPLER	KANGARO HD-23S13	5 items
NUMBERING MACHINE	KW Trio	3 items
FROSTED SHEET CLEAR		10 REAMS

**Vision: A developmental people driven organization that serves its people**

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



(HARD)		
ANALYSIS BOOKS JD 7018		05 items
ANALYSIS BOOKS JD 8027		05 items
FILE DIVIDER 1-12		30 pack
Z20 files		50 items
<b>CATRIDGES/TONERS</b>	<b>BRAND</b>	<b>ITEMS</b>
ERC-38 B	Epson	10
CE 320 A	hp	10
CE 321 A	hp	7
CE 322 A	hp	8
CE 323 A	hp	5
CE 505 A	hp	2
T2248/T 2348	TALLY	6
C 278 A	hp	2
901	hp	2
901 Tricolor	hp	2
CF 210 A	HP	14
CF 211 A	HP	4
CF 212 A	HP	7
CF 213 A	HP	5

The following documentation should accompany your quotations:

- Company registration certificate
- An original valid Tax clearance certificate
- Completed declaration form (downloadable on municipal website)
- An original 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, BBEEA of 2003 and preferential procurement regulation of 2001.

Kindly direct all technical enquiries to Mr. Patlathla J at 015 501 0243 between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest 07 November 2014 at 10:00, clearly marked STATIONERY. No quotation will be accepted after the closing date. Molemole municipality reserves the right to accept any quotation.



**Mr. N. J. Makhura**  
**MUNICIPAL MANAGER**

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