

**HEAD OFFICE**

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**Molemole Municipality**

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

**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)

**Enquiries: Ralephenya T.D.**

**Ref: FIN-8/1/1:03**

**27 January 2020**

**REQUEST FOR QUOTATION  
 RE- ADVERT**

**Molemole municipality is hereby inviting quotations from service providers who are registered on CSD for Supply and Delivery of Cartridges and Window Envelopes.**

<b>CARTRIDGES &amp; TONERS</b>	<b>BRAND</b>	<b>QUANTITY</b>
Canon 045 Black	CANON	15
CF 210 A	Hp	8
CF 211 A	Hp	3
CF 212 A	Hp	3
CF 213 A	Hp	3
CF350A	Hp	2
CE320A	Hp	01
CANON 728	CANON	12
CE 255 A	Hp	3
CE 505 A	Hp	3
CANON 731 BLACK	CANON	2
CANON 731 CYAN	CANON	1
CANON 731 MAGENTA	CANON	1
CANON 731 YELLOW	CANON	1
C2400XL BLACK	CANON	4
C2400XL MAGENTA	CANON	2

C2400XL CYAN	CANON	2
C2400XL YELLOW	CANON	2
CE 400 A BLACK	Hp	12
CE 401 A Cyan	Hp	3
CE 402A Yellow	Hp	3
CE 403A Magenta	Hp	3
CF287	Hp	2
TALLY GENICOM 6800/6600	Hp	1
<b>Stationery</b>		
Postage Post Office Window Envelopes	(115 mm x 230 mm) white	10 Boxes

**1. The following documentation should accompany your quotations:**

- a. The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b. Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- c. Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- d. Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- e. The Master Registration Number or Tax compliance status pin [or a valid copy of tax clearance certificate]
- f. Minimum of 3x Orders/appointment letters of the similar project  
*N.B. Failure to attach the above documents will disqualify the bidder from further evaluation*

**2. The following conditions will apply:**

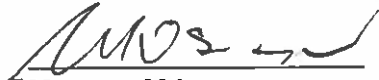
- a. Quotation must be on an official letterhead of the company Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- b. Price (s) must be firm and inclusive of VAT , if applicable
- c. Incomplete quotations will be disqualified
- d. Payment will be effected within 30 days of receipt of invoice.
- e. 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.

- f. The Municipality is not bound to accept the lowest or any bid and reserves the right to not accept any quotation either wholly or a part thereof;

Kindly direct all technical enquiries to **Mr. Phatlhatlha M** at **015 501 2383** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender RFQ Box by the latest **04 February 2020** at 11:00, clearly marked "**SUPPLY AND DELIVERY OF CARTRIDGES AND WINDOW ENVELOPES**."

No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.



**Mosena M.L**

**Municipal Manager**

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