

**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: Mabote NJ**

**Reference: 8/1/1:4 FIN**

**02 December 2016**

**REQUEST FOR QUOTATION**

**Molemole municipality is hereby inviting quotations from prospective service providers who are registered on the Central Supplier Database (CSD) for the Supply and Delivery of Stationery as per the below specification**

DESCRIPTION	QTY	UNIT PRICE	PRODUCT TOTAL PRICE	TOTAL PRICE
A4 COPY PAPER PER BOX OF 5	80 Boxes			
LEVER ARCH FILE BOARD	75			
LEVER ARCH FILE PVC	100			
FILE FASTNER	30			
A4 PAGES PINK	5 Boxes			
A4 PAGES BLUE	5 Boxes			
A4 PAGES GREEN	5 Boxes			
A4 PAGES YELLOW	5 Boxes			
POST IT FLAGS	120			
FILE DIV 1-12	120			
SUSPENSION FILES	120			
ACRO BALL POINT BLK	60			
FILE DIV PLAIN BOARD	40			
BIC CLICK PENS BLK	180			
PILOT SUPER GRIP PEN	60			
SANDISKS 8GB	30			
SANDISKS 4GB	20			
SWING LOCK FILES	50			
TIPPEX	24			
RUBBER BAND BIG	50			
BOSTICK	24			
HIGHLIGHTER ASS	48			
PERM MARKER	15			
MARKER BLK	10			
PENCIL	60			

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

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

SHEET PROTECTOR	20 Reams				
FILE DIV MONTH	20				
RUBBER BAND SMALL	30				
PUNCH KANGARO 800	15				
SCISSORS	10				
PLIER STAPLER	5				
CARRY FOLDER	50				
A4 ENV BROWN BOXES	8				
C5 ENV BOXES	5				
DLB ENV BOXES	3				
DESIGN A FILE RINGBINDER	40				
A3 ENVELOPES BOXES	3				
BOSTICK	24				
HIGHLIGHTER ASS	48				
PERM MARKER	15				
MARKER BLK	10				
PENCIL	60				
<b>CARTRIDGES</b>					
CANON 731 BLACK	2	Canon			
CANON 731 CYAN	2	Canon			
CANON 731 YELLOW	2	Canon			
CANON 731 MAGENTA	2	Canon			
CANON 728	10	Canon			
CE 505 A	5	hp			
CE 255A	4	hp			
CF 210 A	8	hp			
CF 211 A	8	hp			
CF 212 A	8	hp			
CF 213 A	8	hp			
CE 278 A	3	hp			

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

- a) Central Supplier Database(CSD) Summary Report;
- b) An original or certified copy of valid BBBEE certificate;
- c) Completed and signed MBD 9 form (downloadable from [www.molemole.gov.za](http://www.molemole.gov.za));
- d) Completed and signed declaration of interest form(downloaded from [www.molemol.gov.za](http://www.molemol.gov.za));

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**The following conditions will apply:**

- a) Quotation must be on an official letterhead of the company;
- b) Price(s) quoted must be valid for at least thirty (30) days from the date of this offer;
- c) Price (s) must be firm and inclusive of VAT;
- d) Delivery must be made within 14 days. Failure to deliver within 14 day may result in the municipality cancelling its order.
- 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, BBEEA of 2003 and preferential procurement regulation of 2001;
- f) Payment will be effected within 30 days of receipt of invoice.

Kindly direct all technical enquiries to **Mr. Phatlhatlha MJ** at **015 501 0243** between **08:00 and 16:00**. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **12<sup>th</sup> December 2016 at 11:00**, clearly marked **"SUPPLY AND DELIVERY OF STATIONERY"** No quotation will be accepted after the closing date.

Molemole Municipality reserves the right to accept any quotation.



**Mr. Makura N.I**  
**MUNICIPAL MANAGER**

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