

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

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

Enquiries: Jimmy M

Reference: FCN/03

16 MAY 2014

CALL FOR QUOTATIONS FROM SUITABLE SERVICE PROVIDERS FOR SUPPLY AND DELIVERY OF STATIONERY.

***Please refer to the attached annexure A for specification.**

The following documentation should accompany your quotations:

- Company registration certificate
- An original valid Tax clearance certificate
- Completed declaration form (downloadable on municipal website)
- Valid BBBEE 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 within 14 days from the date the order is received, failure to deliver within the said time frame may result in cancellation of 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.

For any technical enquiries please contact 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 June 2014 at 8:00, clearly marked **STATIONERY**. No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.

**KEETSE N
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.

Annexure A

CORRUGATED ARCHIVE BOXES (REF 3003)	K- LARGE KRAFT	100
CORRUGATED ARCHIVE BOXES (REF 3004)	KRAFT	100
Z20 FILES		100
POST IT NOTE MULTI COLOUR	3M INNOVATION	20
BLACK STAMPAD INK		10
BANTEX LEVER ARCH FILE	BANTEX	50
A4 HARDBOARD PAGES 180gsm		10 Reams
BIC BLUE	BIC Click	3 boxes
FILE DIVIDER 1-12		30
ANALYSIS BOOKS JD 7018		15
ANALYSIS BOOKS JD 8027		15
A4 PAGES		60 boxes
A3 PAGES	TYPEK	5 BOXES

CATRIDGES/TONERS

ITEMS	BRAND	QUANTITY
CE 320 A	Hp	5
CE 321 A	Hp	10
CE 322 A	Hp	10
CE 323 A	Hp	3
CE 505 A	Hp	5
SCX 4521 D3	SAMSUNG	3
T2248/T 2348	TALLY	4
MLT-D101S	SAMSUNG	3
901	Hp	4
901 Tricolor	Hp	4
NASHUA FAX 1275	NASHUA	4
CE 255A	Hp	6
CANON FX 10	CANON	4