

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

**Enquiries: JimmyM**

**Reference:FNC/02**

14 May 2013.

Molemole Municipality is hereby inviting service providers to submit quotations for the supply and delivery of stationery and toners. Specification is tabulated below.

<u>ITEMS</u>	<u>BRAND NAME</u>	<u>QUANTITY</u>
FROSTED COVER SHEET(CLEAR)	TWINLOCK/TREFOIL	50 REAMS
CORRECTION PEN / TIPPEX		24
UNIBALL PEN	PILOT	192
PILOT MEDIUM ACROBALL	PILOT	120
PILOT SUPER GRIP PEN	PILOT	120
BLACK PENS	BIC	10 BOXES
BLACK PENS	PENFLEX	5 BOXES
RED PENS	BIC	4 BOXES
STAPLES 26/6	REXEL 56	30 BOXES
PEN /PENCIL HOLDER		30
PENCILS	HB	10 BOXES
FLASH DRIVE 8gig	SANDIKS	30
FLASH DRIVE 16gig	SANDIKS	10
EXAMPADS		80
FILE FASTENERS	TREELINE	50 BOXES

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

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

FILE DIVIDER INDEX NO 1-12		120
FILE DIVIDER INDEX ALPHABET		120
POST-IT FLAGS MULTI COLOUR	3M INNOVATION	100
POST-IT-NOTES MULTICOLOUR	3M INNOVATION	50
RING BINDERS PVC	TREELINE/BANTEX	50
A4 PAGES WHITE	TYPEK/ROTATRIM	80 BOXES
MARKERS BLACK	ARTLINE 700 (THIN)	40
MARKER RED	ARTLINE 700 (THIN)	20
MARKER BLACK	ARTLINE/MARLIN	30
ARCH LEVER FILES PVC	BANTEX / DONAU	100
CORRUGATED ARCHIVE BOXES (REF 3003)	K- LARGE KRAFT	50
CORRUGATED ARCHIVE BOXES (REF 3004)	KRAFT	50
<b>CARTRIDGES &amp; TONERS</b>		
CE 320 A	hp	14
CE 321 A	hp	8
CE 322 A	hp	8
CE 323 A	hp	8
901	hp	4
901 Tricolor	hp	4
SCX-4521D3	SAMSUNG	8
CF 210 A	HP	9
CF 211 A	HP	6
CF 212 A	HP	6

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

- a) Company Registration certificate
- b) A valid Tax clearance certificate
- c) BBB-EE Certificate from an accredited agency, auditor or accountant

**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;
- A firm delivery date must be indicated.
- 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 specification enquiries please contact Corporate Services: Mr. Phahlahla on 015 501 0243/4 during office hours. All quotations should be submitted to Mogwadi Municipal Tender Box by no later than 23 May 2013, 11H30, and clearly marked **SUPPLY AND DELIVERY OF STATIONERY AND TONERS**. No quotation will be accepted after the deadline date and time. Quotations not accompanied by specified documents will not be considered. Molemole Municipality is not bound to accept the lowest or any proposal and reserves the right to accept any proposal either wholly or a part thereof.



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**EK MOLOKO**

**ACTING MUNICIPAL MANAGER**

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