

HEAD OFFICE

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MOREBENG BRANCH OFFICE

25 Cnr. Roets & Viviers Street
MOREBENG 0810
Telephone : (015) 397 4333 / (015) 397 4327
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Enquiries: Mabote NJ

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL Ref8/1/1: FNC-01
MANAGER

05 September 2016

REQUEST FOR QUOTATION FROM SERVICE PROVIDERS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR SUPPLY AND DELIVERY OF STATIONERY AS PER TABLE BELOW:

PRODUCT CODE / DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
A4 COPY PAPER PER BOX OF 5	100		
LEVER ARCH FILE BOARD	100		
LEVER ARCH FILE PVC	150		
FILE FASTNER	30		
A4 PAGES PINK	5		
A4 PAGES BLUE	5		
A4 PAGES GREEN	5		
A4 PAGES YELLOW	5		
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	300		
PILOT SUPER GRIP PEN	60		
SANDISKS 8GB	30		
SANDISKS 4GB	20		

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

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

SWING LOCK FILES	60		
TIPPEX	24		
RUBBER BAND BIG	50		
HIGHLIGHTER ASS	48		
PERM MAKER	15		
MARKER BLK	10		
PENCIL	60		
SHEET PROTECTOR	20		
FILE DIV MONTH	20		
RUBBER BAND SMALL	30		
PUNCH KAMGARO 800	15		
SCISSORS	10		
PLIER STAPLER	5		
CARRY FOLDER	30		
A4 ENV BROWN	10		
C5 ENV	4		
DLB ENV	3		
RING BINDING BOARD	100		
RING BINDER PVC DESIGN A FILE	150		
STAPLE REMOVER	12		
DESK TOP CALCULATOR	10		
FROSTED SHEETS CLEAR	10		
CALCULATOR SCIENTIFIC	10		

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STAPLER STANDARD	30		
POST IT NOTE	10		
EXPANDING FILE	10		
A4 HARD BOARD YELLOW	3		
ROLLER HP DESIGNJET T520 AO	4		
A4 HARD BOARD ORANGE	5		
SANDISK 16GB	5		
FOLDER FILES	10		
SUSPENSION FILES	125		
HP CE505A TONER	3		
HP CE255A TONER	3		
CANON 728 CART	5		
BROTHER TN 2035	2		
HP CE278A TONER	2		
HP CF210A TONER	10		
HP CF211A TONER	5		
HP CF212A TONER	5		
HP CF213A TONER	5		
HP CF350A TONER	10		
HP CF351A TONER	6		
HP CF352A TONER	6		
HP CF353A TONER	6		
CANON 731 BLACK	3		

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CANON 731 CYAN	2		
CANON 731 MAGENTA	2		
CANON 731 YELLOW	2		

The following documentation should accompany your quotations:

- A certified BBB-EE certificate
- CSD registration summary report
- Completed declaration form
- Complete SDB 9 (Certificate of independent bid determination)

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 , if applicable
- Incomplete quotations will be disqualified
- 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. Pathlathla J at 015 501 2301** between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **13th September 2016 at 11:00**, clearly marked "**STATIONERY**". No quotation will be accepted after the closing date.

Mogwadi Municipality reserves the right to accept any quotation.



Mr. MARKURA NI
MUNICIPAL MANAGER

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