

HEAD OFFICE

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**MOREBENG BRANCH OFFICE**

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 MOREBENG 0810
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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquiries: Mabote NJ

Reference: 8/1/1: FIN 002

11 March 2016

Molemole Municipality is hereby inviting quotations from prospective suppliers for supply and delivery of stationery items tabulated below:

ITEMS	BRAND	QUANTITY
A4 PAGES		150 boxes
ARCH LEVER FILES BOARD		80 Items
BANTEX FILES PVC		150 Items
FILE FASTENER		30
A4 PAGES pink		5 boxes
A4 PAGES blue		5 boxes
A4 PAGES green		5 Boxes
A4 PAGES yellow		5 Boxes
DESK SET SOLO DELUXE PEN		20
FILE DIVIDER numerical(1-12)		50 pack
SUSPENSION FILES		250
ACRO BALL POINT BLACK		60
BIC PENS RED		4 boxes
BLACK PENS		10 boxes
PILOT SUPER GRIP PEN		60
MEMORY STICKS		20
3 QUIRE NOTE BOOKS		40
2 QUIRE NOTE BOOKS		80
CORRECTION PEN/TIPEX		20
1 QUIRE NOTE BOOKS		30
BOSTIK		48
HIGHLIGHTERS(MULTI COLOUR)		40
PERMANENT MARKERS		20 Black 10/Blue 10
MARKER BLACK		20
PENCILS		120
ERASERS		120 Items
FILE DIVIDER ALPHABET PVC		20 pack

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

WHITE CUBE REFILL		24 boxes
PUNCHERS		5
SCISSORS		20
RULERS (30cm)		30
STAPLES		40 boxes
ADHESIVE BOOK COVER 10m		20
PACKAGING TAPE		10 clear
A 4 PAGES yellow		5 boxes
RING BINDERS BOARD		40
RING BINDER PVC		60
STAPLE REMOVERS		24
PACKAGING TAPE		10
FROSTED SHEET CLEAR (HARD)		20 Reams
CLIP BOARD (PVC) A4		10
STAPLER		10
STATIONERY		
CORRUGATED ARCHIVE BOXES (REF 3003)		50
CORRUGATED ARCHIVE BOXES (REF 3004)		100
Z20 FILES		50
POST IT NOTE MULTI COLOUR		20 Items
MESSAGE PAD		24 Items
A4 HARD BOAR PAGES yellow		10 reams
A4 HARDBOARD PAGES white		10 Reams
A4 HARDBOARD PAGES GREEN		10 Reams
FILE DIVIDER BOARD(1-12)		30
A4 HARD BOARD PAGES blue		10 reams
A4 HARD BOARD PAGES pink		10 reams

REQUEST FOR QUOTATION CATRIDGES/TONER

ITEMS	BRAND	QUANTITY
CE 320 A	hp	8
CE 321 A	hp	8
CE 322 A	hp	7
CE 323 A	hp	4

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CE 505 A	hp	4
SCX 4521 D3	SAMSUNG	2
728 CARTRIDGE	CANON	7
MLT-D101S	SAMSUNG	3
C 278 A	hp	4
CF 210 A	HP	9
CF 211 A	HP	4
CF 212 A	HP	4
CF 213 A	hp	4
CF 350 A	hp	10
CF 351 A	hp	2
CF 352 A	hp	2
CF 353 A	hp	2

The following documentation should accompany your quotations:

- a) Company registration certificate
- b) An original valid Tax clearance certificate
- c) Completed declaration form (downloadable on municipal website)
- d) An original or certified copy of valid BBBEE certificate (if applicable)

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;
- Payment will be effected within 30 days of receipt of invoice.

Evaluation Criteria

- **Preference point system, (80/20).** 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.

Kindly direct all technical enquiries to **Mr. Mabote NJ at 015 501 2316** between **08:00** and **16:30**. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest **18 March 2016** at **12:00**, clearly marked "**Stationery**". No quotation will be accepted after the closing date. Molemole municipality reserves the right to accept any quotation.



Mr. Makhura N.I
MUNICIPAL MANAGER

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