

**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: Tebogo Ralephenya**

**Reference: FIN: 8/1/1/05**

**29 October 2020**

**REQUEST FOR QUOTATION**

**CALL FOR QUOTATIONS FROM SERVICE PROVIDERS WHO ARE REGISTERED ON THE CENTRAL SUPPLIERS DATABASE FOR SUPPLY AND DELIVERY OF STATIONERY AND CARTRIDGES:**

DESCRIPTION	BRAND	QUANTITY
CF210A	HP	8
045	Canon	10
731	Canon	1
054	Canon	6
728	Canon	7
2400 XL	Canon	2
CE400	HP	4
CE505A	HP	5
CF350	HP	2
CE255	HP	4
CE287	HP	4
DR3355	Brother	2
CE320A	HP	2
<b>STATIONERY</b>		

DESCRIPTION	QUANTITY
PVC File	50
Folder file	10 Packs
Stapler	15 Items
Puncher	15 Items
Pen Click - Black	120 items
Pen Click - Blue	60 Items
Pen Click - Red	120 Items
Acetone	1 Litre
Bostik 100g	05 Items
Note Book – 2 Quire	20 Items
File Fastener	20 Boxes
Permanent Marker	10 Items
Ring Binder	20 Items
Red Tape (For Traffic and Licensing Department)	20 Items

**The following documentation should be attached to the quotations:**


- a. The recent up-to-date central supplier data (CSD) registration report detailing all compliance requirements; [Last verified between the **advert date** and the **closing date**]
- b. Fully signed and completed declaration of interest form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- c. Fully signed and completed MBD 9 form [downloadable from [www.molemole.gov.za](http://www.molemole.gov.za)]
- d. Certified **COPY** BBBEE certificate (to claim preference points. Failure to submit does not disqualify the bidder but will lead to forfeiture of the preference points)
- e. The Master Registration Number or Tax compliance status pin [or a valid copy of tax clearance certificate]

***N.B. Failure to attach the above documents will disqualify the bidder from further evaluation.***

**The following conditions will apply:**

- a) Quotations must be on an official letterhead of the company.
- b) Price(s) quoted must be valid for fourteen (14) days from the date of this offer.
- c) Incomplete quotations will be disqualified from further evaluation.
- d) Payment will be effected within 30 days of receipt of invoice, and
- e) Quotations will be evaluated on 80/20 preference point system. Whereas 80 points will be for price and 20 will be for preference as per PPPFA of 2000, BBBEEA of 2003 and Preferential Procurement Regulations of 2017.

Kindly direct all technical enquiries to **Mr. Malola Masilo/ Mr Phatlhatlha at 015 501 2300** between 08:00 and 16:30. All quotations should be submitted at Mogwadi municipal Tender Box, no 303 Church Street Mogwadi 0715, by the **05 November 2020 at 11:00am**, clearly marking "**STATIONERY**". No quotations will be accepted after the closing date. Molemole municipality reserves the right to accept any quotations.



**Mr. Mosena M.L**

**Municipal Manager**

**FIN: 8/1/1/05**