

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

**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

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Enquires: Ralephenya TD

Reference: 8/1/1:FNC001

17 July 2015

Molemole municipality is hereby inviting quotations from service providers who are listed on MLM's database for printing IDP and annual report booklets according to the following specification:

ITEMs	QUANTITY
A4 WHITE PAGES	40 boxes
A4 YELLOW PAGES	5 boxes
A4 PINK PAGES	5 boxes
A4 BLUE PAGES	5 boxes
STAPLER small	10 Items
SUSPENSION FILES	150 Items
PENCILS	20 boxes
A4 BROWN ENVELOPES	5 boxes
A 3 BROWN ENVELOPES	2 boxes
FILE FASTENER Ref W4	25 boxes
REXEL NO 56 Staples	20 boxes
2 QUIRE NOTE BOOK	25 Items
MEDIUM MONEY CLIP	20 boxes
SMALL MONEY CLIP	10 boxes
FILE DIVIDER PVC (1-12)	20 pack
FILE DIVIDER PVC (1-10)	10 pack
A4 PLAIN BOARD DIVIDERS	10 pack
FILE FOLDERS	20 pack
USB FLASH DRIVE 4 gig	10 items
RING BINDER PVC file	40 files
FROSTED SHEET CLEAR (HARD)	10 reams

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

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

DESK SET SOLO DELUXE PEN	10 items
FLIP CHART	6 items

REQUEST FOR QUOTATION CATRIDGES/TONERS

ITEMS	QUANTITY
CE 320A	4
CE 321 A	3
CE 322 A	3
CE 323 A	2
CE 505 A	6
CE 255A	6
CF 210 A	14
CF 211 A	5
CF 212 A	5
CF 213 A	5
CF 350 A	10
CF 351 A	6
CF 352 A	6
CF 353 A	6
CE 278 A	5

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 B-BBEE certificate
- e) Certified copy of statement of Municipal rates not older than 3 months. Businesses registered and operating in rural areas where municipal rates are not paid must submit a letter from traditional authority/Affidavit.

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
- Be registered on MLM's supplier database
- Incomplete quotations will be disqualified
- Payment will be effected within 30 days of receipt of invoice.

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- 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. Kindly direct all technical enquiries to Mrs. Ralephenya T at 015 501 0243 between 08:00 and 16:00. All quotations should be submitted at Mogwadi Municipal Tender Box by the latest 24th July 2015 at 11:00, clearly marked **STATIONERY**. No quotation will be accepted after the closing date.

Molemole municipality reserves the right to accept any quotation.

Mr. MOLOKO EK 
ACTING MUNICIPAL MANAGER

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