



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Open: 01 June 2012

REQUEST FOR QUOTATIONS

Quotations are hereby invited from Service providers for the procurement of stationery for Makhuduthamaga Municipality

Specification for Stationery

Item no	Description	Quantity
1	Attendance Register Z8(81/94113)	20
2	Order Books – A4 size Triplicate	10
3	Record Registers A3 Size with Logo for Makhuduthamaga Municipality for each page and numbering.	
3.1	Register for incoming faxes	5
3.2	Register for outgoing faxes	2
3.3	Register for files opened	5
3.4	Register for application of posts	5
3.5	Mail register incoming	5
3.6	Mail Register outgoing	1
3.7	Register for files issued	5
3.8	Register for Correspondence / files received	5
4.	Financial Calculator Latest Model (2012 Model)	4
5.	Adding Machine with Backspace Large size – 10 Digits	10
6.	HP CE323A	10
7	HP CE322A	10
8	HP CE321A	10
9	HP CE320A	10
10	Samsung JCB6802372A	5
11	Receipt Book A4 Triplicate	50
12	HPQ5950A	10
13	HPQ5951A	5
14	HPQ5952A	5
15	HPQ5953A	5
16	Xerox 128 Drum	5
17	Xerox 128 Toner	5
18	HPCB540A	10
19	A4 Printing Papers	300 Boxes
20	Stapler (Small)	10
21	Arch Files(Black)	200

22	HP CB540A	20
23	HP CB541A	5
24	HP CB542A	5
25	HP CB543A	5

NB: SAMPLE OF REGISTERS IS ATTACHED (3.1 – 3.8)

The employer is the Makhuduthamaga Municipality represented by the Acting Municipal Manager.

Completed and signed Quotations must be sealed in an envelope marked "**Procurement of stationery**". The closing date is **Friday the 08 June 2012 at 12:00** and should be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse.

Preference will be given to those who are registered with the Municipality's database. The following documents must be submitted with the quotations: A valid tax clearance issued by SARS, Company registration, Company profile (attach appointment letters for the work done), Proof of payment of Municipal services not older than three (3) Months (for both the company and the directors), Joint Venture Agreement (If any), and proof of banking details. . Proof of payment of Municipal rates and taxes (Both the Director and Company) and the certified ID copies of Directors.

Bidders are requested to attach their B-BBEE status level certificate. The certificate must be issued by SANAS accredited agencies. The Municipality has the right to check the validity of the certificate.

Note: All copies must be certified.



No fax or email will be accepted

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act. 5/2000 and the revised Preferential Procurement Regulation as amended June 2011 on 100 points for Functionality and on 80/20 points system where 80 points are for the price and 20 points for B-BBEE according to the said legislation. The Municipality is not obliged to offer the project to the lowest bidder

For enquiries contact: 013 265 8600 or 013 265 1975

Supply Chain Management unit: Mr: M.A Malekana

Mr : R.E. Phetla

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**Mr. ME MOROPA
ACTING MUNICIPAL MANAGER
PRIVATE BAG X 434
JANE FURSE
1085**