



**MAKHUDUTHAMAGA LOCAL MUNICIPALITY**

Open: 20 August 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.	HP CB540A	10
2.	HP CB541A	5
3.	HP CB542A	5
4.	HP CB543A	5
5.	HP CE321A	10
6.	Stapler (Small)	10
7.	Arch Files( Black)	400
8.	2 quire Note Books	50
9.	Highlighters( Different Colours)	30
10.	File Fasteners(8CM)	5 boxes of 50
11.	A4 Hard Colour Pages/papers	20 reams
12.	A4 Soft Colour Pages/papers	10
13.	Scissors	10
14.	Puncture Heavy Duty P-865	5
15.	Stapler Heavy Duty HS-2000	5
16.	10mm Extention Cord	10
17.	5mm Network with network boots on booth side	20
18.	8 Port Network Switch	6
19.	Frosted Sheets- Transparent	20 reams
20.	Binding Elements(Rings) 12mm	5 boxes
21.	Binding Elements(Rings) 36mm	2 boxes
22.	Binding Elements(Rings) 22mm	3 boxes
23.	Multi Plug with 5 Plug & 5 twin Plug	5
24.	Z20 Files – Reams( With the word “ MAKHUDUTHAMAGA MUNICIPALITY” and the Logo	20
25.	Artiline 700 Black	24

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

Completed and signed Quotations must be sealed in an envelope marked "**Supply and delivery of stationery**". The closing date is **Tuesday the 27 August 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 as in terms of Section 13(i) of SCM Policy. 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 (for both the company and the directors), Joint Venture Agreement (If any), 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 or registered auditors approved by the Independent Regulatory Board of Auditors( IRBA). The Municipality has the right to check the validity of the certificate.

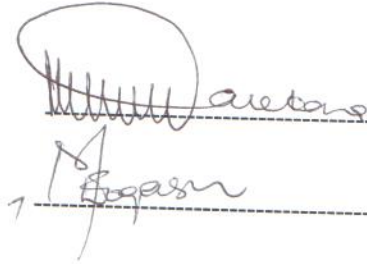
**Note: All copies must be certified. The certification must not be older than three months of the closing date.**

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 80/20 points system where 80 points are for the price and 20 points for B-BBEE according to the said legislation.

For enquiries contact: 013 265 8600 or 013 265 1975  
Supply Chain Management unit: Mr: M.A Malekana

Mr : R.E. Phetla



Two handwritten signatures are present. The top signature is written over a dashed line and appears to be 'M. A. Malekana'. The bottom signature is also written over a dashed line and appears to be 'R. E. Phetla'.