



Open: 05<sup>th</sup> November 2012

**MAKHUDUTHAMAGA LOCAL MUNICIPALITY**

**REQUEST FOR QUOTATIONS**

**Quotations are hereby invited from Service providers for the Supply and Delivery of Stationery for Makhuduthamaga Municipality**

**SPECIFICATIONS FOR STATIONERY**

Item no	Description	Quantity
1.	HP CB540A	10
2.	HP 35A	10
3.	HP505A	10
4.	HP CE320A	10
5.	HP CE321A	10
6.	Red Secure Tape( Box)	20 of 12
7.	Arch Files( Black)	100
8.	Arch Files ( Red)	50
9.	A3 Printing Papers – Rotatrim ( Reams)	30
10.	Black Pens ( Box )	5 of 50
11.	HPCE255A	10
12.	A4 Soft Colour Pages/papers( Different colours) - Reams	20
13.	Order Books with Makhuduthamaga logo ( Triplicates)	20
14.	Receipts Books with Makhuduthamaga logo-( Triplicates)	30
15.	HPQ5950A	8
16.	HPQ5951A	7
17.	HPQ5952A	5
18.	HPQ5953A	2
19.	Frosted Sheets- Transparent	10 reams
20.	Binding Elements(Rings) 12mm	5 boxes
21.	Binding Elements(Rings) 36mm	2 boxes
22.	Binding Elements(Rings) 22mm	3 boxes
23.	PVC File Dividers 26 tab index A-Z – No 3064	10
24.	PVC File Dividers A4 10 tab index – No 3010	10
25.	PVC File Dividers A4 1-31 index – No 3021	10
26.	PVC File Dividers A4 1-2 (12tab0 Index) –NO 3019	10
27.	Long Reach Heavy Duty Stapler	2
28.	Stapler	20
29.	Rotatrim Printing Papers ( Box)	200

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 **Monday the 12<sup>th</sup> of November 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.**

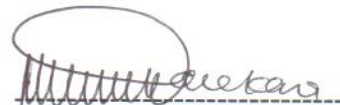
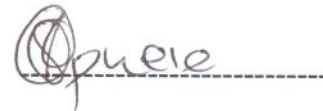
No fax or email will be accepted

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

Mrs. T.M. Mphele

Handwritten signature of M.A. Malekana in black ink, written over a horizontal dashed line.Handwritten signature of T.M. Mphele in black ink, written over a horizontal dashed line.