



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

REQUEST FOR QUOTATIONS

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

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 **Tuesday the 03th April 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),

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.

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 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. Functionality will be evaluated as follows:

Item no.	Description	quantity
1.	Ruler	10
2.	HP Q3964A	10
3.	HP Q7553A	5
4.	HP CC364A	6
5.	HP 11A	10
9.	Frosted Sheet / Binding Cover 180 Mic Clear - Ream	40
10.	Binding Elements 8mm (Box)	5
11.	Binding Elements 10mm	5
12.	HP CB435A	10
13.	HP CB540	10
14.	HP CB541A	10
15.	HP CB542A	10
16.	HP CB543A	10
17.	USB/ Memory Stick – 4GB	20
18.	Artline 90 Black	24

19.	Artline 90 Blue	24
20.	Artline 90 Green	24
21.	Canon PG40	5
22.	Money Clips(Box)	5
23.	Binding Elements 12mm (Box)	5
24.	Envelopes C4(Box)	5
25.	Note Books	20
26.	A4 Hard Papers (Reams) – Different coloures	40
27.	Rubber Band (Pack)	10
28.	Samsung CLT 407K	10
29.	Samsung CLT 407C	10

30.	Samsung CLT 407M	10
31.	Samsung CLT 407Y	10
32.	Stamp with the word “ PAID”	2
33.	Stamp with the word “ MAKHUDUTHAMAGA MUNICIPALITY , Finance: Received” and it must have a space for signature and date	2
34.	Stamp with the word “ MAKHUDUTHAMAGA MUNICIPALITY , Community Services, Private Bag X 434 , Jane Furse, 1085” and it must have a space for signature and date	2
35.	Lexmark – C930H2KG	10
36.	Endorsing Ink	5
37.	Exam Pads	20
38.	Paper Covers – Different colours	10
39.	Slide Binders No. 2900(Box)	10
40.	Exam Pads size A5	100
41.	Window Envelopes Size 110x220 (Box)	15

The values that will be used when scoring each criterion will be as follows:1=poor, 2=average, 3=good, 4=very good and 5= excellent

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

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