



Open: 21th August 2013

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

REQUEST FOR QUOTATIONS

Quotations are hereby invited from Service providers to supply stationery for the municipality.

PROJECT NO: LIM473/STATIONERY/13/14/013

Specification:

Item no.	Description	quantity
1.	Staple remover	10
2.	Stapler – Heavy duty	5
3.	Stapler – One finger	10
4.	HP Laser jet- Q5953A	5
5.	HP Laser jet- Q5952A	5
6.	Arch Liver Files - Black	50
7.	Arch Liver Files – Red	30
8.	HP Laser jet- Q5950A	10
9.	Puncher – Heavy Duty	10
10.	HP Laser jet- CB542A	10
11.	HP Laser jet- CB543A	10
12.	HP Laser jet- CB541A	10
13.	HP Laser jet- CB540A	10
14.	HP Laser jet- CE320A	10
15.	HP Laser jet- CE322A	10
16.	HP Laser jet- CE323A	10
17.	Toner for Ecosys FS 2100DN (Kyocera)	10
18.	Scissors	10
19.	Frosted sheet- Transparent	50
20.	Hard Paper - Different colours(Ream)	50
21.	Eraser	10
22.	Rubber band (Box)	5
23.	Pencil	120

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

Completed and signed Quotations must be sealed in an envelope marked "**Stationery August 2013**". The closing date is the **29th of August 2013 at 10:00** 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 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. The attached MBD and declaration form must be returned with the quotations.

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

