MAKHUDUTHAMAGA MUNICIPALITY

Open: 24 October 2013

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

REQUEST FOR QUOTATIONS

Quotations are hereby invited from Service provider for supply and delivery of Stationery for Makhuduthamaga Local Municipality.

PROJECT NO.LIM473/STATIONERY/13/14/032

Specification for Stationery

Item no	Description	Quantity
1.	HP CB540A	10
2.	Samsung CLTK 407 Black	5
3.	Samsung CLTK 407 Cyan	5
4.	Samsung CLTK 407 yellow	5
5.	Samsung CLTK 407 Magenta	5
6.	HP Laserjet CF 210A Black	10
7.	HP Laserjet CF 211A Cyan	10
8.	HP Laserjet CF 212A Yellow	10
9	HP Laserjet CF 213A Magenta	10
10	Highlighters(Different Colours)	40
11.	Stamp ink	10
12.	A4 Hard Colour Pages/papers - ream	20
13.	A4 Soft Colour Pages/papers - ream	20
14.	Frosted Sheets- Transparent - ream	20
15	Writable CDs	300
16.	Bostick – 100g	50
17.	Pritstick	24
18.	Binding Elements(Rings) 45mm - boxes	5
19.	Binding Elements(Rings) 51mm - boxes	5
20.	Binding Elements(Rings) 25mm- boxes	5
21.	Binding Elements(Rings) 12mm - boxes	5
22.	Binding Elements(Rings) 38mm- boxes	5
32.	Binding Elements(Rings) 22mm – boxes	5
33.	Window Envelopes, Size 110X220 - boxes	10
34.	Stamp – with the word " Makhuduthamaga Municipality – Office of the Municipal Manager	1
35	Stamp – with the word "Makhuduthamaga Municipality – 1. RECEIVED, 2. APPROVED See the attached Sample	2
36.	HP LaserJet CE410A Black	10
37.	HP LaserJet CE411A Cyan	5
38.	HP LaserJet CE412A Yellow	5

39.	HP LaserJet CE413A Magenta	5
40.	USB Printer Cable 5 meter	10
41.	HP Q5951A	5
42.	Board Marker – Black	48
43.	Multi-plug with 5 plugs and 5 twin plugs	10

The employer is Makhuduthamaga Local Municipality represented by the Municipal Manager.
Completed and signed Quotations must be sealed in an envelope marked "**Project-LIM473/TATIONERY/13/14/032**.The closing date is **31 of October 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), the certified ID copies of Directors and declaration of interest form.

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