

Elias Motsoaledi Local
Municipality

P.O. Box 48
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9
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Supply Chain Unit
Procurement



Our Ref:
Ons Verw: 17/05/18

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

17 MAY 2018

INVITATION TO QUOTE (RFQ-17/05/18)

Service providers are hereby requested to furnish us with a written quotation for the supply of the following items.
The price must indicate vat as well as delivery (where applicable).

In terms of Section 19 (b) of Elias Motsoaledi Local Municipality's Supply Chain Policy

SUPPLY AND DELIVERY OF OFFICE STATIONERY

ITEM	DESCRIPTION OF SERVICE	QUANTITY
1	• Office stationery (See attached list)	1

Quotations must be deposited in a box marked "**Office Stationery**" not later than **28 MAY 2018 at 11:00** Faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone A Mohlosana (**SCM UNIT**) at 013 262 3056, EXT: 1086.

EVALUATION CRITERION (80/20)

Minimum Requirements:

- Central Supplier Database registration report (Detailed/Summary)
- Valid copy of company registration document
- Certified B-BBEE Certificate issued by **SANAS VERIFICATION AGENCY** or original Sworn Affidavit from commissioner of oath (**Failure to submit certified B-BBEE or original Sworn Affidavit; No points will be allocated, but will be evaluated further**)
- Fully Completed MBD 1,4,6.1,8 and 9 Forms
- Proof of Municipal rates and taxes or services charges of the company and its directors not in arrears for more than 90 days or confirmation from the municipality if municipal rates and taxes are not levied (Both for the company and its directors) as per CK form address; statement or tax invoice not older than 3 months; if leasing, a signed lease agreement by the lessor and the lessee and statement of municipal rates in the name of the lessor must be attached.

General Notes:

- The council is not bound to accept the lowest or any quotation and the council reserve the right to appoint partially or wholly or not to appoint at all.


R.M MAREDI
MUNICIPAL MANAGER


Elias Motsoaledi Local
Municipality
DATE 2018/05/17
17 MAY 2018
Municipal Manager



ELIAS MOTSOLEDI LOCAL MUNICIPALITY

OFFICE STATIONERY

DESCRIPTION OF GOODS	QUANTITY
BIC PENS CLIC MEDIUM BLACK BOX	X 5 BOXES
STAPLER RAPID BLUE F6 H/STRIP	X 20
HIGHLIGHTERS (X 3 PER PACKET ASSORTED)	X 20
STICK N PAD BLU NEON 76x76	X 51
CORRECTION PEN MULTIPLE/FINE	X 20
MARKERS 70 BLK PERMANENT BULLET	X 20
A4 LEVER ARCH FILES FULL SCAP	X 100
PLASTIC FILES A4	X 50
PLASTIC POCKETS A4 50MIC PK100	X 100
A3 HARDBOARD FOLDERS	X 50
GLUE STICK PRITT 43GR	X 20
SCISSORS MAPED 21CM ORANGE	X 20
POST IT FLAGS ASSORTED BRIGHT COLOURS	X 20
PAPER CLIPS 33MM SILVER	X 30 BOXES
STAPLES RAPID (26/6)	X 20
STAPLES HEAVY DUTY HS3000	X 15
A4 ENVELOPES SEAL EAST MANNILA	X 1 BOX
DLB ENVELOPES MINILLA PACK	X 1 BOX