

# Elias Motsoaledi Local Municipality



P.O. Box 48  
Groblersdal, 0470

Phone: (013) 262 3056/7/8/9  
Fax: (013) 262 2893

Supply Chain Unit  
Procurement

**Our Ref:**  
**Ons Verw:** 06/10/16

**Correspond with the Municipal Manager**  
**Korrespondeer met die Munisipale Bestuurder**

06 OCTOBER 2016

## INVITATION TO QUOTE (06/10/16)

Service providers are hereby requested to furnish us with a written quotation for the service 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

ITEM	DESCRIPTION
1	See attached list

Quotations must be deposited in a box marked "**SUPPLY AND DELIVER OF STATIONERY**" not later than **14 OCTOBER 2016 at 10:30** Faxed or e-mailed quotations will not be considered. For further enquiries don't hesitate to phone (**SCM UNIT**) at 013 262 3056 or contact Tebogo Boroko.

## EVALUATION CRITERION (80/20)

### Minimum Requirements:

- Central Supply Database Summary Report
- Certified Copy of BBBEE certificate or An EME letter from Accountants or Auditors (**Failure to submit BBB-EE or EME letter No points will be allocated, but will be evaluated further**)
- Fully Completed MBD 4, 8, 9 Forms
- Proof of Municipal Rates and taxes or Municipal Service Charges not owed by your Company or any of the Directors not in arrears for more than three months. Proof of residence where applicable.

### 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



LIST OF STATIONERY

DESCRIPTION	QUANTITY
Standard Manilla Folders (356mm X460mm) Blue, Green, Yellow	X50
Scotch Glue Sticks (Large)	X5
Exam Pads A4	X20
Boxes Ball Points Click (Black)	X4
Report Covers (Transparent) With Slide Binders	X50
Self-Adhesive Notes Size 76 x7.6cm (100 Sheets/Pad)	X20
Self-Adhesive Notes 76 Mm X 127mm	X20
Counter Books A4 Hard Cover	30
Highlighters	x box
Dividers A-z	10
Dividers 1-3	20
Dividers	20
Paper pro premium staples	10
Clip board	4
Pvc File	30
Staple –Remover	box
Fold back Clips	2 boxes
Scissors	4 loose
Punch Kangaroo 2 holes	6
Board lever Arch File A4	10
Sharpener	1 box
Eraser	1 box
Pencils	1 box
Bostic	4
Staple 26/6	4 boxes
Staple 23/8	4 boxes
A4 pol	
TRUDY	
Oki-oki page B2540 mono mfd laser	x2
SO110HB Pencil lead black Hb	x2
Tipp ex speedy correction tape	x2
Stabilo -highlighter desk set(sc7008ds)	x2
Sc2708 Stabilo swing 8'5	x1
3m87303 mini flies value set	x1
Sharp el 733 financial calculator	x1
Rexel -Lh240 economy A4 laminator	x1
Ready sorters (ct3412)rainbow	x10
Rexel carry clamp binder	x20

pretty glue	x5
Diamond fold back clips -51 mm	x10
Diamond fold back clips -19mm	x10
Paper-pro -premium staplers-sppp1932	x3
Paper-pro-premium staplers-sppp1962	x3
Sppp2000	x2
Orange ballpoint pen	x5 boxes
A4 Envelopes	X1 box
A5 Envelopes	X1 box
Bic Click – Medium Ball Pen ( Black)	X5 boxes
Stamp Pad Ink	X 4
Felt Pin Up Notice Board	X1
Standard Stapler	X4
Heavy duty stapler	X2
Standard Staples	X4 boxes
Heavy duty staples	X6 boxes
Scissors	X4
Paper Puncture	X4
Bostic Adhesive Gum	X8
Correction Pen/Tippex	X10
Staple Remover	X6
Staple Remover Heavy Duty	X4
Highlighter Pens ( assorted)	X4 packets
Marking Pen Black	X2 boxes
Marking Pen Blue	X 2 boxes
Pritt Glue Stick	X12
A4 Arch Lever Files	X20
Flip file	X 10
Paper Shredder	X1