

# 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:** **PROCUREMENT**

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

**25 AUGUST 2016**

## INVITATION TO QUOTE (25/08/2016)

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 STATIONERY

ITEM	DESCRIPTION OF SERVICE	QUANTITY
1	STAPLER (paper pro, 15 sheet paper power)	15
2	STAPLES ( Rexel no.56)	10 boxes
3	STAPLE REMOVER ( Medium)	10
4	RUBBER	5 boxes
5	PENCILS	5 Boxes
6	BLACK PENS ( BIG)	30 Boxes
7	HIGHLIGHTERS ( assorted colours)	30 Packets
8	NOTE PAD ( cube refill)	30 Packets
9	NOTE PAD (STICK'N)	30
10	TIPPEX ( Micro tape)	20
11	BLACK AND RED ENDORSING INK	10
12	PRITT (GLUE STICK)	10
13	BOSTICK	10
14	TIPPEX (Shake n squeeze)	10
15	RULER	10
16	SCISSOR	10
17	FILE DIVIDERS (PLAIN & ALPHA)	10 packets
18	CELOTAPE 12MM	10

19	DESK TRAY	1
20	NOTEBOOK A4 2 QUIRE	20
21	DIARY ( A4 size)	1
22	CALCULATORS ( Truly, Large size desk calculator)	10
23	SHREDDER ( RL X20 Ultra quiet shredder)	1
24	BINDER (Large office use, galaxy E 500 combo binder)	5
25	PRESENTATION FOLDERS	20
26	PENCIL SHARPENER	10
27	PAPER CLIPS	10
28	LEVWER ARCH PVC ( PLASTIC) FILES ( 70mm)	30
29	LEVER ARCH PVC ( PLASTIC) FILES ( 40mm)	30
30	BLACK PENS ( FINE WRITING)	2 boxes
31	DOCUMENT FOLDERS ( PLASTIC & PUNCHED)	20

Quotations must be deposited in a box marked "4" not later than **01 September 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.

### EVALUATION CRITERION (80/20)

#### Minimum requirements

- Central Supplier Database Registration Summary Report
- Copy of valid tax clearance certificate
- Certified and valid company registration certificate
- Certified copy of BBB-EE certificate or a certified sworn affidavit from accountants or auditors ( **failure to submit BBB-EE certificate or a sworn affidavit; no points will be allocated, but will be evaluated further**)
- Fully completed MBD 4,8 and 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 quotation and the council reserve the right to appoint partially or wholly or not to appoint at all.

R.M. MAREDI  
MUNICIPAL MANAGER

5 AUG 2016  
Municipal Manager