

# 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:** 02-07/09/15

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

02-07/09/2015

## INVITATION TO QUOTE (02-07/09/15)

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	<p><b>1. Stationery</b></p> <ul style="list-style-type: none"> <li>• Glue stick ( Pritt- red)</li> <li>• Pens ( black big)</li> <li>• Pens ( Red bid)</li> <li>• File dividers ( A-Z)</li> <li>• Bantex Expanding file portable</li> <li>• Buddi Storage unit ( A4 6 drawer)</li> <li>• Calculator Big ( catiga CD – 2338)</li> <li>• Scissors</li> <li>• Puncher Heavy duty ( capacity 100 – 150 sheets)</li> <li>• Cubedoo Desk Tidy</li> <li>• Desk cube holder</li> <li>• Desk organizer paper tray</li> <li>• Staples no. 56</li> <li>• Staples no. 26</li> <li>• Staplers</li> <li>• Notes Memos Adhesive post it</li> <li>• Rubber band ( thick)</li> <li style="padding-left: 20px;">( Thin)</li> <li>• Clips 1.19mm</li> <li style="padding-left: 20px;">2.32 mm</li> <li style="padding-left: 20px;">3.41 mm</li> <li style="padding-left: 20px;">4.51 mm</li> <li>• Note books A4</li> </ul>	<p>50</p> <p>10 boxes</p> <p>10 boxes</p> <p>20 packs</p> <p>10</p> <p>5</p> <p>10</p> <p>10</p> <p>3</p> <p>10</p> <p>10</p> <p>20</p> <p>50</p> <p>50</p> <p>20</p> <p>50</p> <p>10Packs</p> <p>10Packs</p> <p>60</p> <p>60</p> <p>60</p> <p>60</p> <p>20</p>

Quotations must be deposited in a box marked "**STATIONERY**" not later than **15 SEPTEMBER 2015 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:**

- Original Valid tax clearance certificate
- Valid and Certified Company registration certificate
- 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**