

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: 02/10/17

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

02/10/ 2017

INVITATION TO QUOTE (02/10/17)

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

STATIONERY

ITEM NO	DESCRIPTION	QTY
		30 loose
1.	Paper pro-premium staples	1
2.	Rubber stamp (Human resource, Date, Elias Motsoaledi Local Municipality) Optima paper clip dispenser	15
3.	Highlights (Assorted Color) Highlighter Desk Set	30 pack 20 pack
4.	A4 polyprop Quotation flooder's	30 loose
5.	Scissors	30 loose
6.	Plastic ruler	30 Boxes
7.	File fasteners	2 pack
8.	Rubber band (large)	5 Boxes
9.	Pretty Big Pentel-Fine point pocket correction pen	20 loose
10.	File Divider A4 Permanent marker Black, red, blue	30 packs 5 boxes each
11.	Board lever Arch files A4	30
12.	Pens (Black) Pens (Red) Pen (Blue) Staedtler-Tradition Black lead pencils	20 boxes 5 boxes 3 Boxes 5 Boxes
13.	Sharpener	2 boxes
14.	Pocket files	30
15.	Eraser	3 boxes
16.	Pencils	5 boxes
17.	Staples 26/6	30 boxes
18.	Heavy duty 2 hole perforator, 320 sheet	3
19.	Shedder 3,8mm x50, height 894mm, width 490mm Depth 380	1
20.	Exam pad	10 loose
21.	Counter Note book A4	20
22.	USB 16G	30
23.	Permanent Marker black, Red, Red, Blue fingertips	5 boxes 4boxes
24.	Sello tape buff 48mmx50	10
25.	Rubber stamp (Corporate support services, Date, Elias Motsoaledi Local Municipality)	1

26.	Bostick Spike file	10 pack 2 boxes
27.	Bantex-optima letter tray and organizer (Blue)	10
28.	Bantex-Vision letter Tray (Blue)	1
29.	Punch kangaroo-DP800 Punch kangaroo-DP 520	5 5
30.	A4 file box	5
31.	Premium Desk calculator Letter opener Ruler	6 5 loose 30 loose
32.	Post it mini flag Pocket file	10 pack 20
33.	Croxley note book JD127 210mmx148mm(100pg) side bound Grip Binder Box of 100 Full memo cube and refills	10 30 6

Quotations must be deposited in a box marked "**STATIONERY**" not later than **13 OCTOBER 2017 at 10:00**, Faxed or e-mailed quotations will not be considered. Please do not hesitate to contact the Joseph Moloto (**SCM UNIT**) at 013 262 3056/7/8/9 or D for any further related queries.

EVALUATION CRITERION (80/20)

Minimum Requirements:

- Valid Company registration certificate,
- Central Supplier Database Registration Report
- Certified Copy of BBBEE, An EME letter from Accountants or Auditors or Sworn Affidavit (**Failure to submit BBB-EE, EME letter or Sworn Affidavit 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. Companies located in areas where rates and taxes are not paid; a proof from their Municipality indicating that rates and taxes are not paid 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


 Elias Motsoaledi
 Local Municipality
 04 OCT 2017
 R. M. MAREDI
 MUNICIPAL MANAGER
 Municipal Manager