

# Elias Motsoaledi Local Municipality

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**Our Ref:**  
**Ons Verw:** C.MAKITLA

**Correspondence with Municipal manager**  
**Korrespondeer met die Munisipale Bestuurder**

16 APRIL 2014

## INVITATION TO QUOTE:

According to section 19(b) of Elias Motsoaledi Local Municipality Supply Chain Management Policy

### Supply and Delivery four- way cluster workstation and office chairs

NO	DESCRIPTION	QUANTITY
1.	Paper pro-Premiun staplers	X40
2.	Rexel Gemini Plastic Stapler	X20
3.	Staple -Extractor	X20
4.	Fold back clips 12 clip	X20
5.	Wavy king size silver	X20
6.	Non- skid 50 pcs Croxley/ paper clips silver small	X40 Boxes
7.	Stapler -kangaroo	X5
8.	scissors	X20
9.	Plastic ruler	X20
10.	File fasteners	X20 Boxes
11.	Rubber Band (Large)	X20 Boxes
12.	Pretty Big and Small	X30
13.	File Divider A4	X50
14.	A4 Ploy drop lever Arch file	x150
15.	Board lever Arch files A4	X150
16.	Pens ( Black)	X30 boxes
17.	Pencils	X30 boxes
18.	Staples 26/6, 23/8 and 23/20	X30 boxes each
19.	Stick notes 100 sheets(76 mm x76mm) Stick notes (38mmx50mm) Stick notes (small) last size	X30
20.	Grip Binders 76 mm	X30 boxes
21.	Tippex	X20
22.	Bold tinted papers ( green, blue or orange)	X200
23.	Note Book	X5
24.	Highlights ( Assorted Colour)	X20 Boxes
25.	USB 8 G	X30
26.	Date Stamp ( must be written Elias Motsoaledi Local Municipality) see attached	X5

	sample 2x date stamp (must be written RECEIVE. DATE AND NAME OF COMPANY)	
27.	Letter Tray ( Wooden 3 in and desk set)	X10
28.	Day planner Diary	X5
29.	Bantex- Foolscap suspension files–Grey in colour ( see attached sample)	X300
30.	Sherman Tab ( see sample)	X300
31.	Bantex –expending file ( see attached sample)	X10
32.	CD Storage ( see attached sample)	X20
33.	Permanent Marker( assorted colour)	X30 Boxes
34.	Erasers(Rubber)	X20
35.	Staedler Fine Tip Koki/ Sketch Pens ( see attached sample)	X1
36.	A4 Multi Punch Filling Pocket ( see attached sample)	X30
37.	A4 Poly pro quotation folder ( see attached sample)	X20
38.	Draw Desk Top Buddi ( see attached sample)	X5
39.	Bold tinted papers (orange) big folded 3 times	X300
40.	Staedler eraser	X1
41.	Correction Tape	X2
42.	Stabilo boss- highlighter desk set	X1
43.	Swing cool highlighter	X1
44.	Post –it Mini Flags	X2
45.	Sharp Financial calculator	X5
46.	Bantex-Display Books A4 100 pockers black	X6

**GENERAL NOTES:**

1. Written quotation should be deposited in quotation box next to switch board clearly marked supply and delivery of stationery not later than 30 April 2014 at 11:00
2. Certified Copy of Tax Certificate must be attached.
3. Certified Copy of Company registration document must be attached.
4. Certified Copy of BBBEE Certificate or EME letter from Accountants or Auditors must be attached.
5. The service providers not registered with the council must log on to [www.eliasmotsoaledi.gov.za](http://www.eliasmotsoaledi.gov.za) or collect the forms at the cashiers at the cost of R50 (non-refundable) and submit a completed enlistment application before submitting the quotations.
6. The council is not bound to accept the lowest or any quotation and the council reserves the right to appoint partially or wholly or not to appoint at all.

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**Mr. N W PHALA**  
**Acting Municipal Manager**