

MAKHADO MUNICIPALITY
QUOTE NO. MAK000032/2012
QUOTATION: SUPPLY AND DELIVERY OF SELF SEAL ENVELOPES

Suitable potential service providers are hereby invited to submit written quotations for the supply and delivery of Self Seal Envelopes.

The Specification is as follows:

- 30 X Boxes x C3 (458x324) Envelopes**
- 30 X Boxes x C4 (324x229) Envelopes**
- 30 X Boxes x B5 (250x176) Envelopes**
- 30 X Boxes x B4 (353x250) Envelopes**
- 30 X Boxes x E4 (400x280) Envelopes**

REQUIREMENTS

- **Original valid Tax Clearance Certificate**
- **A certified copy of Company Registration Certificate**
- **Certified copy/copies of company owner(s) ID Book(s)**
- **BBBEE Certificate**

Quotations must be as follows:

1. be signed by an authorized person of the supplier
2. be on an original letter head of the company/enterprise
3. be valid for a period of sixty (60) days from the closing date
4. clearly indicate the price charged vat inclusive
5. be accompanied by an original valid SARS Tax Clearance Certificate.
6. be accompanied by fully completed MBD 6.1 obtainable from the municipality or can be downloaded from municipal website www.makhado.gov.za.

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number “**MAK000032/2012**” & description “**SUPPLY AND DELIVERY OF OFFICE FURNITURE**” and be deposited in the tender box at the foyer of the Civic Centre at the physical address reflected below by no later than **12H00 of 07 MAY 2012**

Quotations received will be assessed in accordance with the Municipal Supply Chain Management Regulations, 2005 read with Council’s Supply Chain Management Policy and 80/20 points scoring will be used. Preference points will be allocated according to BBBEE rating.

Please Note:

1. No quotation by facsimile or by e-mail will be accepted.
2. Enquiries in this regard must be directed to **Mr FJ Mahlamali** only at telephone number **015 519 3030** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation only.
4. Admin enquiries can be directed to **Ms TP Ntsieni** or **Ms EN Nefolovhodwe** at **015 519 3129/3179**

Civic Centre
83 Krogh Street
LOUIS TRICHARDT
0920

Notice no : 39/2012
File no : 8/3/2/1

EL MUGARI
ACTING MUNICIPAL MANAGER