

## MAKHADO MUNICIPALITY

QUOTE NO. MAK101/2018

### SUPPLY AND DELIVERY OF STATIONERY (CORPORATES SERVICES)

All interested service providers are hereby invited to submit written quotations for the supply and delivery of stationery (corporates services).

#### SPECIFICATION

NO	DESCRIPTION	QUANTITY
1.	Hp LaserJet 1020	10
2.	Hp LaserJet pro m452,m477-hp cf410a (black)	10
3.	Canon cartridges 728 for i-sensys	10
4.	Samsung ml-4551nd-ml	10
5.	Ruler	10
6.	Metal sharpeners(single)	20
7.	A4 counter books(192 pages)-feint/margin	20
8.	A5 manuscript books (192 pages)-feint/margin	20
9.	Folder file-bright board folders different colours(packet)	5
10.	Rubber bands no: 32(100g) packet of 10	20
11.	Stick 'n pop-up flags-sign here 45x 25mm(50 sheets)	30
12.	Kangaroo hd23s13 heavy duty stapler	1
13.	A4 lever arch file 75mm (black)	200
14.	File fasteners (box of 50)	20
15.	Calculator roll	50
16.	Cash power roll	200
17.	Paper clips-33mm (box of 10,100 pieces)	

#### REQUIREMENTS

- Valid Tax Clearance Certificate with Tax compliance status pin issued
- A copy of Company Registration Certificate/ CK.
- Certified copy/copies of company owner(s) ID Book(s). Not later than three (03) months.
- Certified copy of BBBEE Certificate or Affidavit (For Preferential Points). Not later than three (03) months.
- Attach Proof of payment of Municipal Bill/ Rates accounts/ Formal Lease Agreement, Letter from the Traditional Authority for both entity and directors of the company.
- A copy CSD Summary Report

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 a valid SARS Tax Clearance Certificate.
6. Be accompanied by fully completed MBD 6.1 and MBD 4 obtainable from the municipality or can be downloaded from municipal website [www.makhado.gov.za](http://www.makhado.gov.za).

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number **“MAK101/2018”** & description **‘SUPPLY AND DELIVERY OF STATIONERY (BUDGET AND TREASURY )’** 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 26 OCTOBER 2018**

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 NG Raliphada** at contact number: **015 519 3000** during office hours.
3. Council reserves the right not to accept lowest or any quotation or to accept part of a quotation only.
4. All Service Provider doing business with Makhado municipality are required to register on the CSD (**Central Supplier Database**).
5. Admin enquiries can be directed to **Ms TP Ntsieni** or **Mr M Ramabulana** at **015 519 3179/3024**.

Civic Centre  
83 Krogh Street  
LOUIS TRICHARDT  
0920

**Notice no: 172/2018**  
**File no: 8/3/2/1**  
**MR N F TSHIVHENGWA**  
**MUNICIPAL MANAGER**