

MAKHADO MUNICIPALITY

QUOTE NO. MAK104/2018

SUPPLY AND DELIVERY OF STATIONERY FOR WATERVAL REGIONAL OFFICE

All interested service providers are hereby invited to submit written quotations for the supply and delivery of stationery for waterval regional office.

SPECIFICATION

NO	DESCRIPTION	QUANTITY
1.	Hp LaserJet 1020 12A	08
2.	A4 counter book 3 quire	50
3.	A4 counter book(72pages)	35
4.	Arch lever files(black)	45
5.	90 permanent markers black(box of 12)	04
6.	Usb flash drive 8Gig	18
7.	Post it flags(50 flags per dispenser) sign here	15
8.	Stapler no:56	20 boxes
9.	Stapler no:66/11	10 boxes
10.	Ruler 30cm	20
11.	Scientific calculator	06
12.	Stapler desktop (steel large stapler)	17
13.	Scissor 17mm	15
14.	Orange ballpoint pens(black box of 60)	04
15.	Big click pen(black box of 60)	02
16.	Box of black 7.0/pilot v ball pens(black box of 12)	12
17.	Manuscript books A5	20
18.	Green desk drawer (4 drawers)	06
19.	Post it assorted mini cube(Colour notes with 400 sheets)	12
20.	Glue sticks 22g	15
21.	Lion plastic waste paper bins	12
22.	Hp pencil	50
23.	Folder file (assorted colours)	10
24.	Memo cube holder	05
25.	Pencil erase	10
26.	Metal sharpener(single hole)	10
27.	Stamp ink(black)	05
28.	Premium punch range(2 hole punch)	08

29.	Carbon paper(blue)	05 boxes
30.	Rexel sola stapler exterctor remove(staple remover)	15
31.	Envelopes with makhado municipality logo B	B4 (8 Boxes of 250)
32.	Envelopes with makhado municipality logo A4	A4 (Boxes of 250)

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.

Fully priced and signed quotations must be sealed in an envelope clearly marked quote number **“MAK104/2018”** & description **‘SUPPLY AND DELIVERY OF STATIONERY FOR WATERVAL REGIONAL OFFICE’** 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 HP Mobbie** at contact number: **015 556 3221/2/3/4** 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