

MAKHADO MUNICIPALITY
QUOTE NO. MAK138/2018
SUPPLY AND DELIVERY OF STATIONERY

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

SPECIFICATION

NO	DESCRIPTIONS	QUANTITY
1	File covers with Makhado municipal logo.	4 packets(200 per pack)
2	A4 archive boxes (Kraft)	200
3	Twin lock lateral files	20 boxes(50 per box)

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 **“MAK138/2018”** & description **‘SUPPLY AND DELIVERY OF STATIONERY’** 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 30 NOVEMBER 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 **MS SHIRINGANI T.E** at contact 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. 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: 192/2018
File no: 8/3/2/1
MR N F TSHIVHENGWA
MUNICIPAL MANAGER