

MAKHADO MUNICIPALITY

QUOTE NO. MAK19/2018

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	Description	Quantity
1	Liquid ink roller ball pen(Blue)	60
2	Liquid ink roller ball pen(Black)	60
3	Liquid ink roller ball pen(Red)	60
4	Broad gel roller ball(Blue)	60
5	Broad gel roller ball(Black)	60
6	Broad gel roller ball(Red)	60
7	90 Permanent markers(black) high performance(box of 12)	3 (Box)
8	91 Permanent markers(red) high performance(box of 12)	3 (Box)
9	91 Permanent markers(blue) high performance(box of 12)	3 (Box)
10	Bic- orange ballpoint pen(fine point) black(box of 60)	7 (Box)
11	Big click pen- red(box of 60)	2 (Box)
12	Big click pen- black(box of 60)	7 (Box)
13	White desk cube paper refill	40
14	HB pencils	40 (Box)
15	Stick 'n pop –up flags(45x12mm-150 sheets,5pads)	15
16	Amos glue stick 22g	30
17	No.56 staples(box of 5000 per pack	50
18	Ruler	30
19	Rubber bands no 32	10 (Box)
20	Frosted colour plastic(green,yellow,red,blue)	2
21	Highlighter desk set 8 colours	10 (Box)
22	HP Colour laser jet CP1515N-HP CB540A(Black)	10 (Box)
23	HP Colour laser jet CP1515N-HP CB540A(Yellow)	10 (Box)
24	HP Colour laser jet CP1515N-HP CB540A(Blue)	10 (Box)
25	HP Colour laser jet CP1515N-HP CB540A(Magenta)	10 (Box)
26	HP Laser Jet 1020	10 (Box)
27	A4 Secretarial Folder (Packs10)	5
28	Bostik Prestik (100g Prestik)	5
29	Kangaroo DS 210 Full Strip Stapler	10

30	Parrot Desktop Steel Medium Stapler	10
31	HP 981A Black J3m71A	10 (Box)
32	Samsung ML-455IND-[P-	10 (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
- 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 **“MAK19/2018”** & 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 16 MARCH 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 3050** 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: 27/2018
File no: 8/3/2/1
MR N F TSHIVHENGWA
MUNICIPAL MANAGER