

## MAKHADO MUNICIPALITY

QUOTE NO. MAK50/2018

### SUPPLY AND DELIVERY OF STATIONERY FOR DZANANI REGIONAL OFFICE

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

#### SPECIFICATION

No	Quantity	Description
1	4 boxes of 50	Black pen fine points
2	10	Staples no:50
3	02	Calculators (12 digit desktop)
4	05	USB flash drive 4G
5	01	Oki microcline 9 pin printer ( microline 3320)
6	10 boxes of 100	Paper clips 33mm
7	10	Rulers 30cm finger grip
8	10	Sellotape 12mm x 33mm
9	15	Cube paper refill
10	01	Stapler giant heavy duty (120 sheets)
11	10	Staplers medium (30 sheets)
12	50	Arch lever files A4 assorted colours
13	03	File storage box
14	05	Pop up flags post it ( sign here ) 12mmx45 (150 sheets)
15	05	Glue sticks 22g
16	05	Post it cubes 47.6mm x 47.6mm (400 sheets)
17	02	CC532A yellow cartridges
18	02	CC532A magenta cartridges
19	02	CC531A cyan cartridges
20	02	CC530A Black
21	02	HP LaserJet P1505 MPF1120 1522 ( CB4 36A) Cartridges
22	02	Scissors 17cm

23	02	Scissors 215mm
24	03	Expanding file 6 divisions
25	02 boxes of 10	Highlighters 5mm assorted colours
26	10	File dividers A-Z 20 divisions (assorted)
27	05 boxes of 500	Envelopes with Makhado municipality logo DL-B
28	05 boxes of 500	Envelopes with Makhado municipality logo C4-B
29	05 boxes of 500	Envelopes with Makhado municipality logo B4-B
30	01	HB Pencils 12's
31	10	Counter book A4, 3 quire 288 pages
32	05	Eraser 30x20x10mm
33	05	Metal sharpener single hole
34	01	Cash box 10'
35	01	Cash box 6'

### 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 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 **“MAK50/2018”** & description **‘SUPPLY AND DELIVERY OF STATIONERY ( CARTRIDGES) FOR DZANANI 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 22 June 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 TG Mabila** at contact number: **015 970 4541/4087** 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: 100 /2018**  
**File no: 8/3/2/1**  
**MR N F TSHIVHENGWA**  
**MUNICIPAL MANAGER**