

MAKHADO MUNICIPALITY

QUOTE NO. MAK99/2018

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	ITEMS	QUANTITY
1.	File cover with makhado municipality logo and control sheet	5 x pkt(pack of 100)
2.	Duct tape(48mm x 25mm)	10
3.	Off-side storage boxes a4(Kraft)	500
4.	Twin lock filling	50pkt (pack of 50)
5.	Big click pen black	10 box
6.	Big click pen red	10 box
7.	Stapler 26/6(full strip staler d435)	20 pkt
8.	Stapler pins 26/6	10 pkt
9.	Sello tape 12mmx66m	10
10.	Airline 90	20
11.	Stamp pad red	2
12.	Stamp pad ink red 30ml	5
13.	Stamp pad ink black 30 ml	5
14.	File fasteners	20

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 **“MAK99/2018”** & description **‘SUPPLY AND DELIVERY OF STATIONERY (CORPORATES SERVICES)’** 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 **Ms TE Shiringani** 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: 172/2018
File no: 8/3/2/1
MR N F TSHIVHENGWA
MUNICIPAL MANAGER