



LOCAL MUNICIPALITY – UMKHANDLU WENDAWO  
SUPPLY CHAIN MANAGEMENT UNIT

259 KINGSWAY STREET, BERGVILLE, 3350

Tel: 036 448 8000 Ext. 8054 Fax: 036 448 1986/ 0867741577

Reference no: SCM15/2017 -2018

Date: 22 NOVEMBER 2017

### **RFQ: SUPPLY AND DELIVERY OF STATIONERY FOR REGISTRY**

Quotations are hereby invited from interested suppliers with a proven track record in terms of Section 83 of the Municipal System Act, Act 32 of 2000 (as amended) and Section 110 and 112 of the Municipal Finance Management Act, Act 56 of 2003, for supply and delivery of stationery for registry.

#### **THE DETAILED SPECIFICATION ATTACHED**

Queries may be directed to the following officials during office hours Ms M. Ngwenya @ 036 448 8068

### **QUOTE SUBMISSION**

Quotations must appear on an official letterhead or be endorsed by the official stamp of the submitting entity. Quotations must be submitted in a sealed envelope (which is clearly marked with the reference number above) in the Municipal tender box, by no later than: **01 December 2017 at 11:00**.

#### **The following conditions, read together with the Municipality's SCM Policy will apply:**

- Suppliers must be registered on the Okhahlamba Local Municipality Supplier data base. Registration forms can be e-mailed on request, downloaded from our website or collected from our offices.
- Suppliers must be registered on the National Treasury Central Supplier Database (CSD). Suppliers can use the following link to register: [www.csd.gov.za](http://www.csd.gov.za)
- Suppliers must submit a valid Tax Clearance Certificate or
- An Income Tax number and Tax Clearance Certificate number/ Tax Compliance Status Pin
- An original or certified copy of valid B-BBEE certificate as these are used in the evaluation processes
- Quotes will be evaluated on the 80/20 preferential points system.
- Suppliers must effect delivery within 7 (seven) working days of receiving an order.
- Where a supplier is unable to deliver within this period, the Municipality must be contacted in writing and the Municipality will determine whether the order will be cancelled or an extension for delivery will be granted.
- Delivery will only be accepted during office hours.
- The Declaration of interest (MBD4) form must be completed and attached.
- The Okhahlamba Local Municipality is not bound to accept the lowest or any bid and reserves
- the right to accept the whole or part of a bid.

## STATIONERY

DOCUMENT WALLET X 100  
FOLDERS ( PEACH) X 100  
PAPER BINDERS 100 X 649 - (20 BOXES)  
A4 BROWN ENVELOPES X 6 BOXES  
SMALL ENVELOPES X 4 BOXES  
UNIBALL EYE MICROBLACK X 4 BOXES  
PENTEL ALTRAFINE ADVANCE X 2 BOXES  
DUCT TAPE 48MM X 25 X 50  
ARTLINE EK 700 FINE X 10 BOXES  
CORRECTION TAPE X 20  
LETTER OPENER X 2  
2 QUIRE X 10  
BOOK BINDING TAPE 48MM X 40M X 50 (GREEN, YELLOW, RED, CREAM WHITE, BLUE)  
MASKING TAPE 36MM X 40M X 50  
TWINLOCK DARK GREEN CRYSTAL CLASSIC FILE X 50 BOXES  
MULTIPLUG X 4  
PRITT X 8  
BORSTICK X 4  
PENCILS X 4 BOXES

10 X CLEAR TAPE

02 X BUSINESS & FINANCIAL CALCULATOR SHARP OR EQUIVALENT