



QUOTATIONS

**MUNICIPALITY | MUNISIPALITEIT
UMASIPALA | MMASEPALA**

INVITATION TO BID

RFQ NO- 18/2024-25

Prospective bidders are hereby invited to submit quotations for supply and delivery of Stationery.

Quotations in sealed envelopes quoting the RFQ number, RFQ description and addressed to the Municipal Manager, Matjhabeng Local Municipality, P.O Box 708, Welkom 9460 must be deposited in the Quotation Box, placed at the entrance of Municipality Offices (Main Building) Corner of Ryk Street and Stateway, Civic Centre, Welkom. Quotations will be opened after the closing date.

Closing Date and Time: 09/09/2024 at 12H00

Enquiries may be directed to: Ms. Beta Tsehle at Tel: (057)391 3911(EXT3942)

Quotations should be submitted with the following bidder's documents:

1. Completed MBD 4 Form - Declaration of Interest
2. Completed MBD 6.1 Form – Preference points
3. SARS pin or Proof of registration on Central Supplier Database (CSD)
4. Quotation in the company's letterhead for all items as per the specification/s.
5. Most recent municipal account for rates and taxes and service charges not in arrears for more than three (3) months

Note:

Failure to submit the above documents will result in your bid being disqualified.

The lowest or any bid will not necessarily be accepted, and the municipality reserves the right to accept any bid wholly or partially.

Bidders must be registered on municipal database of suppliers.

No faxed copies or e-mails or late bids will be considered.

Bids will be evaluated in terms of the Municipal Preferential Procurement Policy on 80/20 for Price, B-BBEE and Locality. Certified copy of Valid B-BBEE certificate for preference points claim should be submitted. Qualifying Small Enterprises (QSEs) and Exempted Micro Enterprises (EMEs) can submit sworn affidavit.

SUPPLY CHAIN MANAGEMENT UNIT

Acquisition and Demand

MATJHABENG LOCAL MUNICIPALITY

Municipality
Umasipala
P/ O Box 708
Welkom, 9460
South Africa



Mmasepala
Munisipaliteit
Tel: 057 391 3942
Fax:

email: Tsehleb@matjhabeng.co.za

SPECIFICATION FOR THE SUPPLY AND DELIVERY OF STATIONERY

ITEM NO	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	BOXES COPY PAPER (A4)	150		
2	FLAT FILES	200		
3	BOXES MALE AND FEMALE FASTENERS FOR FLAT FILES	20		
4	HARD COVER RING FILES	100		
5	A4 HARD COVER BOOKS	100		
6	A4 2025 DIARIES	10		
7	A5 2025 DIARIES	15		
8	PAPER PRO IN POWER 22 STAPLERS	20		
9	BOXES STAPLES (12mm)	100		
10	STAPLE REMOVERS	20		
11	BOXES BLACK PENS (BOX OF 20)	10		
12	BOXES PENCILS (HB)	10		
13	BOXES ERASERS	10		
14	SCISSORS	10		
15	CALCULATORS	10		
16	PENCIL SHARPENERS	10		
17	RULERS	10		
18	BOTTLES TIPPEX	10		
19	BLACK PERMANENT MARKERS	50		
20	HIGHLIGHTERS (VARIOUS COLOURS)	50		
21	A5 NOTE BOOKS	10		
22	MESH DESK ORGANIZER WITH FILE HOLDER 5 TIER LETTER TRAY ORGANIZER	5		

SUB TOTAL : R

VAT @ 15% : R

TOTAL AMOUNT: R