

Bid No: SCM 44/2022/23

Supply Chain enquiries: 016 973 8740/44

Date: 05 June 2023

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER FOR SUPPLY AND DELIVERY OF STATIONERY ON AN AS AND WHEN REQUIRED BASIS.

Detailed Specification, returnable forms MBD and General Conditions of Contract(GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R20.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **12 June 2023 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of **80/20** of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price(80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information.
Failure to comply with the above conditions may invalidate your offer.

L.M.A. Mofokeng
Municipal Manager

SPECIFICATIONS FOR OFFICE STATIONERY

No	Description	Items
1	PVC Arch lever file A4	each
2	A4 Divider (1-31)	set
3	A4 Divider (Jan-Dec)	set
4	File ring reinforcements PVC (14mm) (250 Rings)	box
5	Pop up flags (sign here) (5 in 1)	Packet
6	Tape clear 48 x 50 (Platic cover)	Each
7	USB Sticks 16GB	Each
8	Clipboard A4 Masonite	Each
9	Bic Click or Equivalent Pens (Black)	Each
10	Claro Trion or Equivalent 0,7mm (Black)	Each
11	Claro Retro Gel pen (Black) or Equivalent	Each
12	Scientific Calculators	Each
13	shorthand Note Book	Each
14	Hardcover A4 2qr.fm (192page) Book	Each
15	Glue stick pritt or Equivalent (43gr)	Each
16	Office Matel Stapler half-Strip 30 Sheet (Blue/Red)	Each
17	Light Duty Staples 26/6 (5000)	Box
18	A4 Cardboard Paper (Assorted Colours) (10's)	PKT
19	Plastic 12-Tab Divider	PKT

20	A4 Divider PVC Numbered 1-5	PKT
21	Desk Drawer Filing System 6 Divider (White)	each
22	B4 Envelopes White no-window self-seal pocket (250's)	Box
23	Stamp	Each
24	Metal mesh clip & pen holder with drawer (Sliver)	Each
25	Metal Punch 20 Sheet (Siver)	Each
26	Heavy duty Puncher 65 Sheet	Each
27	Ruler Clear 30cm	Each
28	Office & Hoppy 210mm Scissor	each
29	Flat staple remover	each
30	Heavy duty staple Remover	each
31	Heavy duty stapler 100 sheets	each
32	Heavy duty staples 23/8 (1 000 Piece)	box
33	Heavy Duty staples 23/10 (1 000 Piece)	box
34	Tity fils lever arch jumbo storage box (holds lever Arch)	each
35	Bands rubber 32mm	Box
36	Glue pritt 20g	Each
37	Clips paper 32mm (pkt/100)	Pkt
38	Files lever arch A4	Box of 20
39	Dust covers(lever arch file(a4)	Box of 10
40	Staple remover	Each
41	Pens white correction	Each

42	Books executive desk pad	Each
43	Pencils HB	Each
44	Pens ballpoint black	Each
45	Pens b/maker broad 2-5mm	Each
46	Pens b/maker fine 1mm	Each
47	Pens ballpoint red BIC	Each
48	Erasers pencil	Each
49	Tipp-ex fluid white 20ml	Each
50	Pen highlighter orange	Each
51	Pen highlighter pink	Each
52	Pen highlighter yellow	Each
53	Pen highlighter green	Each
54	Tape masking 24mm	Each