



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: SCM11/2017 -2018

Date: 22 SEPTEMBER 2017

RFQ: SUPPLY AND DELIVERY OF STATIONERY AND CARTRIDGES

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 and cartridges.

The detailed specification is attached

Queries may be directed to the following official(s) during office hours Ms S. Msibi @ 036 448 8002

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: **04 October 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
- 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 AND CARTRIDGES

STATIONERY	
Stapler giant	10
Stapler medium	20
Punch giant	10
Punch medium	20
Financial calculator	04
12 digit calculator	20
Staples giant	10 boxes
Staples medium 26/6	30 boxes
Exam pads	30
Note pads	30
Pens- fine point black	02 boxes
Fine point red	01 box
Fine point green	01 box
Level Arch Files 25 per box	15 boxes
Compact Disc 50 per box	01 box
Paper Fasteners	10 boxes
Paper Clips Small	10 boxes
Paper Clips Medium	10 boxes
Paper Clips Large	10 boxes
Correctional tape	10 boxes
Counter Books-2quire	20
Cube papers rainbow	20
Paper claps , small , medium and Large	10 each
Led pencils	1 box
Erasers	20
Rulers	20
Sticky notes	20
File dividers: plan, alphabetic and monthly	20 each
Silo tape	20
Scissors	20
Folder files different colours	15 packs
Pen holders	10
White board markers	10
Permanent markers	30
Correctional pens	10
Staple removers	20
Highlighters	20
3 Boxes of A3 papers	06 boxes
Spring files	100
In-trays	12
USB 8 gig	10
A4 photo paper gloss	03 boxes
Highly flammable pen	02 boxes
CARTRIDGES	
Canon 426 M	15

Canon 426 Y	15
Canon 426 C	15
Canon 426 BK	15
Canon 425 BK	15
Canon 731 Black`	05
Canon 731 Cyan	05
Canon 731 Yellow	05
Canon 731 Magenta	05
HP 85 A	05
Samsung – CLT-Y404S/XFA	02
Samsung – CLT-M404S/XFA	02
Samsung – CLT-C404S/XFA	02
Samsung – CLT-K404S/XFA	02