

UMSOBOMVU MUNICIPALITY

INVITATION: FORMAL WRITTEN PRICE QUOTATION,

BID NO: FIN/STA/10/2023

Umsobomvu Municipality herewith invites accredited service providers to quote for supply and delivery of Stationery. Sealed Price quotations clearly marked "SUPPLY AND DELIVERY OF STATIONERY" must be submitted to the Umsobomvu Municipality, 21A Church Street COLESBERG can also be e-mailed to scm@umsobomvumun.co.za. Postal delivery to reach Umsobomvu Municipality, Private Bag X6, COLESBERG, 9795, not later than 12:00 Friday, 20th October 2023.

DESCRIPTION	UNIT OF PACKAGING	QUANTITY
A4 PHOTO COPY PAPERS	BOX	200
FOLDER 1-FOLD 180G BLUE, PINK & LIME	100/PACK	4
2 QUIRE HARD COVER	10PACK	10
GEL PEN	BOX	2
BLACK PEN	BOX	5
WOODEN PENCIL	BOX	4
STAPLERS (26/6 STAPLES)	EACH	12
GIANT HEAVY DUTY STAPLER (66/14 STAPLES)	EACH	4
PACKAGING TAPE CLEAR 48MM X 50M	ROLL	10
PAPER CLIPS 33MM SILVER	BOX	10
PAPER CLIPS 50MM	BOX	20
43G ORIGINALGLUE STICK (24X43G)	BOX	4
A4 LEVER ARCH FILES (10 PER BOX)	BOX	20
RED, BLUE, BLACK AND GREEN ARTLINE MARKER	24/PACK	4
A4 FILLING POCKET SLEEVES	100/PACK	3
FILE DIVIDER A4	10/SET	10
56 STAPLES 5000	20's	6
SCISSOR STAINLESS STEEL BLADE SMALL RIGHT HAND	EACH	10
SCISSOR STAINLESS STEEL BLADE SMALL LEFT HAND	EACH	5
SCISSOR 210MM STAINLESS STEEL BLADE SMALL LEFT HAND	EACH	20
HIGHLIGHTERS ASSORTED COLOURS (PINK,ORANGE,GREEN,YELLOW&BLUE) 2 BOX EACH	BOX	10
RUBBER	BOX	30
STICK'N NOTES 3X3 IN 76X76MM 400 SHEETS	EACH	20
SHATTER RESISTANT RULER 30CM	EACH	20
80 GRAM PRESTIC	PACK	20
SCIENTIFIC CALCULATOR	EACH	
BATTERY 1.5V AA	10/PACK	20
BATTERY 1.5V AAA	10/PACK	20
BATTERY 23A 12V	10/PACK	20
PUNCHER	EACH	10
19MM FOLD BACK CLIPS	BOX	4
STAPLE REMOVER	BOX	10
ADHESIVE EASY- FIX 450MM X 16 M CONTACT	ROLL	10
40.5 MM X 5CM PACKAGING TAPE	ROLL	10
66M(1CM/10MM) PACKAGING TAPE	ROLL	6
100 PC - LAMINATING POUCHES A4	100/PACK	12
CARTRIDGE 55A	BOX	8
BLUE STAMP INK PAD	20/PACK	2
05A CATRIGE FOR HP RPINTER	BOX	8
80MM FILE FASTENERS	50 SETS	10
57 X 40 TILL ROLLS	BOX	10
PRINTERS TILL ROLLS 2PLY BOND ALL WHITE 76X76 12MM (50's)	ROLLS	5

TIER LETTER TRAYS	BOX	10
STICK POP -UP FLAGS (SIGN HERE) 45MMX12MM 150PER PAD	5 PER PACK	
A4 ENVELOPES	BOX	4
FLASH DISK 64GB	EACH	6
COLOLUR PROJECT PAPERS	100 PER SHEET	2
SAMSUNG INK:CLT – K407S, C407S, M4074S, Y407S)	EACH	4
EXAMINATION BOOK	EACH	5
HP LASERJET CE 505A	BOX	4
NOTE PAD		3
BANTEX POCKET		3
COLOUR PUSH PINS	50PC	5
BLUE PENS	BOX	1
STAMP PAD	BOX	2
STAMP (RECEIVED STAMP)	EACH	6
PEN HOLDERS	EACH	6
LETTER TRAY	BOX	5
TWINE SINGLES PLY THICK 500G	ROLL	5

Late, incomplete quotes will not be considered.

All quotes will be adjudicated and awarded in terms of the Umsobomvu Procurement and Supply Chain Management Policy, the Preferential Procurement Policy Framework Act, Act No. 5 of 2000 and the regulations promulgated under this Act. This bid is subject to the General Conditions of Contract and, if applicable, any other Special Conditions of Contract.

Suppliers must submit their quotes with the following documentation and or information: (Failure to submit any of the following and those listed on the tender data will render the bid non-responsive)


- A valid original Tax Clearance certificate/pin
- A Copy of Company registration/founding statement/CIPC.
- Certified Copy of ID for Company Directors
- Certified evidence of B-B.B.E.E. contributor status by SANAS, IRBA or SANA accredited agencies / or affidavit to claim preference points.
- A certificate certifying that the bidder has no undisputed commitments for municipal services towards a municipality or service provider i.r.o. payments which are overdue more than 90 days; if the bidder is the lessee a valid lease agreement together with the municipal account of the landlord; or a letter from a tribal authority if the bidder operates in rural areas.
- Bids to hold goods for 90 days.
- Suppliers must be registered on the Central Supplier Database (CSD).
- MBD 4, 6.1, 8 and 9 forms/declaration of interest obtainable at Umsobomvu Municipality Website must be completed and signed.
- Address and vat number **4700193941** of the municipality must appear on the quotes.

NB: Bids will be evaluated according to the following criteria:

1. Umsobomvu Supply Chain Management Policy.
2. PPPFA regulation act 2022
3. **80/20**-point system will be awarded as follows
80 points: Price and
20 points: Specific Goals, where: **10** points for 100% HDI owned companies, **4** Points for locality (domiciled in South Africa), **6**. Points for locality (domiciled in the Northern Cape)

The Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or only part of a bid if (a) the bid amounts received are too high; (b) the bids do not comply with the specific bid goals; or (c) objective criteria exist which justify or necessitate the non-acceptance of any bids.

Enquiries: Mr. S Mlenzana / Mrs N. Dyantyi at Tel no. (051) 753 0040.Fax (086 403 4554) or (051) 7530574. (E-mail: nmndini@umsobomvumun.co.za) and smlenzana@umsobomvumun.co.za


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T-MSENGANA
MUNICIPAL MANAGER

Date: 12/10/2023